Conservatory of Performing Arts
at 2151 Scarth Street
Private Instructor Handbook
2017-2018
Welcome!

Welcome to the University of Regina’s Conservatory of Performing Arts, we are glad you are part of our teaching roster this year!

As one of the Conservatory instructors you are part of a group of people who are passionate and knowledgeable in a variety of art forms and are ready to share that expertise with our students. Our qualified group instructors teach classes in music, drama, dance, and visual art throughout the year and for our day camps during school breaks.

Conservatory students range in age from 18 months to 85 years old and we are delighted to offer programs and lessons for people of all ages and ability levels.

Who’s Who

Administration at the Conservatory

Harvey King, Director, Centre for Continuing Education
306-585-5801
harvey.king@uregina.ca

Gary Morin, Assistant Director, Centre for Continuing Education
306-585-5764
gary.morin@uregina.ca

Contact either Gary or Harvey about University of Regina policies and issues.

Christa Eidsness, Head, Conservatory of Performing Arts
306-585-5755
christa.eidsness@uregina.ca

Contact Christa for questions/concerns about private lessons, studios, chamber music and Suzuki classes, security, policies, wider University of Regina issues.

Erika Folnović, Program Coordinator, Conservatory of Performing Arts
306-585-5833
erika.folnovic@uregina.ca

Contact Erika for questions/concerns about group classes or camps, class supplies, locked classrooms, and proposals for new group classes.

Alison Tkach, Administrative Assistant, Conservatory of Performing Arts
306-585-5831
alison.tkach@uregina.ca

Contact Alison to book recitals, rehearsal spaces, request piano tuning, submit entries for scholarships and Conservatory Recitals, to hand in biographies or photos for the website, and if you have questions about attendance records for lessons.

Hendrick Tan, Accounting Clerk, Conservatory of Performing Arts
Dacey Reimer (on maternity leave until July 2018)
306-585-5757
hendrick.tan@uregina.ca
dacey.reimer@uregina.ca

Contact Hendrick/Dacey if you have a question about your payroll or a student’s registration.
The Student Services Non-Credit Office handles registrations for all non-credit programming areas in the Centre for Continuing Education; this office keeps track of who has registered for which lessons and/or group classes and tracks scheduled payments. As well Richelle Leonard, the manager of Student Services, is the CCE Administrator for the Activenet registration system. Richelle ensures that registrations are as accurate as possible and her staff oversees entering instructor schedules, based on information submitted by students at registration. If you find an error in your schedule, please contact Alison Tkach in the Conservatory office so she can update the system.

The staff in the Students Services Office can sell you a copy card and show you how to use the copier in the staff room, but they cannot make copies of music for you or your students, nor are they allowed to register students without payment.

Instructor Responsibilities

At the Conservatory we aim for excellence in our teaching and seek ongoing improvement in students’ skill development.

Beyond basic music instruction, **private instructors** are asked to assist their students in the following ways:

- provide a copy of your teaching schedule with student’s names and time slots included to the office no later than October 15 each year and update the schedule in January; this is a health and safety issue: in case of an emergency we need to know who to expect in the building and when they will be there
- encourage students to participate in performing and learning experiences beyond weekly private lessons
- guide students and parents in accurate and timely entry to student recitals, festivals, competitions, scholarship nominations, workshops, master classes and exams
- instruct students on stage presence, appropriate concert dress, deportment as a performer and as an audience member
- ensure students are current on theory requirements.

Conservatory Responsibilities

The Conservatory commits to offering safe, well maintained studios for its instructors. We ensure that instructors are paid for registered students and we work with the Centre for Continuing Education to maintain the registration system and records. The Conservatory also offers to schedule students for instructors, this is an optional program for instructors.

Conservatory staff facilitate the use of performance spaces for private studio recitals, assist with hosting Conservatory recitals, and oversee the bursary, auditioned and non-auditioned scholarship programs.

The Conservatory maintains a modest advertising budget and advertises across the city of Regina to let people know that private lessons and group programs are available at the Conservatory.

While continuing education is not required of instructors the Conservatory works to find opportunities for continuing education for its instructors and to bring in presenters who can offer assistance, workshops, and master classes to enhance instructor knowledge and student experience.
Filling your Studio

FINDING NEW STUDENTS

New students come to the Conservatory in a variety of ways, the most common are through our online lesson placement form and by direct contact with a teacher.

If a student/family has talked to you directly and you have agreed to teach them, they can call the Student Services Office or go online to register for the length and number of lessons you have told them to sign up for; there is no need to fill out a placement form.

Students who don't already have a connection with a teacher can fill out an online Lesson Placement Form found at www.uregina.ca/cce/conservatory/private-lessons/instruction-placement.html the completed form is forwarded to the Conservatory Office for referral to an appropriate instructor. Placements are based on the days/times requested by the student and the information the office has about your schedule and the kind of student you prefer to teach.

If you want to receive new student referrals, the Conservatory Office needs to know you are accepting new students and when you have openings in your schedule.

If you are looking to fill up your studio and find that we do not provide you with enough students, you are welcome to spread the word that you teach at the Conservatory; word of mouth continues to be the most effective form of advertising, you can also run free ads on usedregina.com and Kijiji. Please check our website and our Facebook page – if we do not have current information about you or a picture, we can change that so that people have a place to find you online.

Please check our website to make sure we have updated information and a photo of you – new students often look at the biography and photos of potential teachers on our website before contacting us to about lesson placement.

SCHEDULING STUDENTS

Starting in the fall of 2017 the Conservatory will schedule students directly into teacher’s studios for teachers who ask the office to do this. Some teachers prefer to schedule their own students and that is fine.

When the office receives a lesson placement request Alison checks available spots in studio schedules and the kind of music the student has indicated they are interested in to make the best possible match. If there is no best match, Alison works her way through the list of teachers on a rotation basis.

For teachers who have the Conservatory scheduling their students, Alison works with the student to determine the best time and day for their lesson in the instructor’s schedule. If the instructor has asked for a meeting before the student registers, Alison makes an appointment for the student to meet the instructor during their potential lesson time. If the instructor does not feel the need to meet the student first, Alison sets up the lesson day and time, sends the student to Student Services or online to register and sends the information to the instructor.

For teachers who are scheduling their own lessons Alison includes them in the rotation list of available teachers and sends the information she receives on the lesson placement form directly to the instructor and sends the instructor’s contact information to the student. The student is asked to contact the instructor directly. The
conversation about scheduling lessons is then left up to the student and instructor. Once a day and time have been agreed upon, the student can go online or to Student Services to register.

**GETTING STUDENTS REGISTERED**

Students can register for private lessons by visiting our website at [www.uregina.ca/cce/conservatory/private-lessons/registration.html](http://www.uregina.ca/cce/conservatory/private-lessons/registration.html) or by calling the Student Services Office at 306-585-5748.

In order to register, students need several pieces of information:

- the number of lessons they will be taking
- the length of the lessons
- the day and time of their lesson
- their instructor’s name

Please do not teach students before they have registered - teaching before registration causes great confusion for payroll and can lead to loss of income for you and the Conservatory.

Registration is only complete after a student receives a copy of their receipt and confirmation of registration. Private instructors will receive email notification of new registrations once the lessons have been booked in the system. The email you receive will have a list of the lesson times and days the student is booked for, this is the list the student has also received. This is information the student has provided, if it is incorrect please let Alison Tkach know so she can update the system.

**ACCESSING YOUR ACTIVENET INSTRUCTOR ACCOUNT**

Starting in the fall of 2017 each instructor at the Conservatory has access to the Instructor Services part of Activenet, the registration system used by the Conservatory.

There are tutorial videos on accessing your account, checking your schedule, marking attendance, and seeing what your student sees when they register available on the Conservatory website under Instructor Information: [https://www.uregina.ca/cce/conservatory/instructor-services/index.html](https://www.uregina.ca/cce/conservatory/instructor-services/index.html) If you want to skip the videos, written instructions are also below:

The address for logging in to your instructor account is: [https://ca.apm.activecommunities.com/uregina/Home](https://ca.apm.activecommunities.com/uregina/Home) the first thing to do when you arrive at this page is sign in.

Please do not create a new account – as an instructor, an account has already been created for you. If you create a new account, your teacher information will not be linked to your new account.

Whether you have ever accessed Activenet online or not, when you arrive at this page, click on the blue “sign-in” button. If you or a family member have signed up for classes or lessons with the Conservatory or the Centre for Kinesiology and you have logged in online, you already have a password set up and you can skip to the Access Instructor Services information below. If you have never accessed Activenet before you have an account, but no password, so you need to start by creating a password.

**To create a password:**

- Click “Sign-in”
- In the next window, click “Forgot your password” (just above the Login button)
- In the pop-up box, enter the email address you use for the Conservatory. The system will email you a temporary password and you can use that to login.
- Once you login with your temporary password, the system will prompt you to create a new password.

**To access the Instructor Services:**
- After logging in to Activenet click on “My account” – either beside your name at the top of the screen or the blue button
- Instructor Services is in the bottom right-hand corner of the Account Options page

To see who is registered in your studio:
- From the Account Options page:
  - Click on “Private Lesson Bookings” under Instructor Services
  - In the next window click on the programs you want to see (Fall 2017)
  - Scroll partway down the screen to the Options box
  - To include the day and time your students think they are coming for lessons check the “Show Private Lesson Detail” Box
  - For biographical information about your student (i.e. date of birth, email address, phone number, parent’s name) use the Optional Fields at the bottom of the Options box.
  - Group by Enrollee to see the student schedule or Lesson date to see who is coming in chronological order

To view your schedule:
- From the Account Options page:
  - Click on “View Schedule” under Instructor Services
  - On the Schedule page, select the date range you want to see
  - Remove “Activity”, “League”, and “Package” from the “Selected Program Types” box by highlighting them one at a time and using the arrow buttons beside the box to move them to “Available Program Types”
  - Click the “View Schedules” button

To mark attendance:
- From the Account Options page:
  - Click “Enter attendance” under Instructor Services
  - Enter the date range you want to enter
  - Click the “View Attendance” button
  - To mark all students present, click the small box above the column where the “Not Entered” drop down menus are
  - To change the status of one student at a time, use the drop down menu on the line beside the student’s name

*PLEASE NOTE: The schedule in Activenet is based on the times and days students have submitted to the office. If it is incorrect, please let Alison Tkach know and it will be fixed.

IF A STUDENT MISSES A LESSON/CLASS

Lessons missed by the student
Conservatory instructors are not required to make up any private lessons missed by the student. As a courtesy we ask that students provide their instructor with at least 24 hours notice if they know they will be missing a lesson. It is up to you to decide if you want to reschedule a lesson when you have had adequate notice.

Lessons missed by the Instructor
Conservatory instructors are asked to make up lessons they cancel/miss at a time that is mutually convenient for student and instructor.

Forced Closure Policy and Procedure
1. The Conservatory of Performing Arts can suspend both private and group lessons for a period of time for any of the following reasons:
   a. Health and safety
   b. Acts of God

2. The following people have the right to suspend lessons at the Conservatory of Performing Arts:
   a. President, University of Regina
   b. Director, Centre for Continuing Education
   c. Division Head, Conservatory of Performing Arts

**IF A STUDENT DECIDES TO QUIT**

Private Instruction Cancellation and Refund Policy:

To withdraw from private lessons on a permanent basis, students need to get a withdrawal form from the Student Services Office or the Conservatory website, complete all sections of the withdrawal form, including section 2b and submit it to the Student Services Office for processing.

A student who notifies the office about withdrawing from private lessons before the fourth scheduled lesson will receive a tuition refund less a $25 processing fee and the cost of the four lessons. A student who chooses to discontinue lessons after the fourth scheduled lesson is required to provide one month’s notice, or in lieu of notice, pay one month's lesson tuition. Instructors may initiate withdrawals at any time with the approval of the Head of the Conservatory. In such cases a refund will be issued for remaining scheduled lessons. Exceptional Refund Requests will be considered under special circumstances such as a prolonged illness and are at the discretion of the Head of the Conservatory of Performing Arts. To submit an exceptional refund request, it must be:

- Submitted in writing to the Student Services (Non-credit) office
- Must be submitted within one month after the first lesson is missed. After one month, requests will not be considered.
- Students will be notified of the Head's decision by mail to the address submitted on the registration form.
- Documentation may be required to support an exceptional request.

**GETTING PAID**

Changing Payroll Procedures

As in the past, payroll for September – December will be an estimate of the lessons taught based on registration, i.e. in September students who are registered before September 10 will be included in the September payroll and the assumption will be made that those students attended all possible lessons in September. Using attendance (see below) these estimates will be gradually modified over the four months to more closely match actual attendance so that in January it will not be a huge shock when instructors start being paid based on lessons taught.

Starting in January 2018 the University of Regina is moving to a bi-weekly payroll due to changes in provincial legislation. In order to simplify the payroll process, Conservatory instructors will be paid based on lessons taught during each two week period. For this reason, Conservatory instructors are asked to keep track of attendance at lessons and submit attendance records to the office on a regular basis (monthly from September – December, bi-weekly starting in January).

**Tracking Attendance**

Tracking attendance for lessons is new at the Conservatory and the office staff is working to make the system as easy as possible – we know that many of our instructors already have methods for tracking attendance, if you have suggestions for improvements on what we offer, please let us know. To submit attendance to the office, Conservatory instructors have two options: an attendance sheet or online.
Attendance Sheet Tracking
A sample attendance sheet can be found in Appendix B at the back of this handbook. In September each instructor will receive an attendance sheet with their students listed on it and the weeks of the month indicated. This sheet should be handed in to Alison Tkach by the due date listed on the sheet in order for your students’ attendance to be entered into the system. You are welcome to fill out the hard-copy sheet if you choose to take attendance this way.

Online Attendance Tracking
If you would rather put attendance for your students into the system directly, you can track attendance within your Instructor Activenet account. There is a video available on the Conservatory website under instructor information: https://www.uregina.ca/cce/conservatory/instructor-services/index.html that shows you how to mark attendance for your studio, please see page 5 for written instructions.

Payment for lessons
Conservatory instructors are paid by direct deposit on the last business day of each month of teaching. To access your paystub, please visit banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin Your User ID is the same as your student/employee number. If you don’t know your ID number, please contact Hendrick or Dacey in Central Business Services for assistance.

Direct Deposit Forms need to be in the office by the 10th of your first month of working with us in order to give Human Resources time to set you up in their system. If we don’t have these forms in time, a manual cheque will be produced and held at HR for you to pick up. Blank direct deposit forms are available at: https://www.uregina.ca/hr/services/payroll-services/direct-deposit.html

Private Instructors are only paid for private students who have registered for lessons. If you choose to teach a student before they register you are breaking your contract with the Conservatory and you will not be issued back-pay for those lessons. Payment for all lessons will only happen after the student has registered.

MISSED PAYMENTS PROCEDURE
Each student who registers with the Conservatory is asked to pay the equivalent of a month of lessons as a deposit on their lesson time. Many students who register for a full year of lessons choose to pay with a credit card or electronic fund transfer on a scheduled payment system. The Student Services Office monitors these payments and makes sure they go through.

Occasionally a credit card gets hacked or expires and parents forget to update the information in the office so a payment gets missed. Most of the time this situation is remedied quickly, however there are times when missed payments do not get paid right away and this puts the Conservatory in the difficult position of paying an instructor for lessons without receiving payment from the student.

When a scheduled payment is missed 2 months in a row the Student Services Office contacts the Head of the Conservatory and the Accounts Clerk to let them know of the situation. The Head then asks the instructor to stop teaching the student; the Head also contacts the family to let them know that lessons cannot continue until the account is brought up to date. Once the account is paid off, the Head lets both the student and instructor know that lessons can continue. Since starting with ActiveNet this is a rare occurrence.

GETTING INTO YOUR STUDIO/CLASSROOM
Each Conservatory Instructor who is assigned studio space is eligible to sign out a key for the assigned space. A $50.00 replacement fee will be charged for each key lost. Only a handful of individuals have building keys, so please plan your teaching schedule to fall within building hours (see page 8).
If you decide to leave the conservatory

Each year teachers come and go from the Conservatory for a variety of reasons and there is often confusion on the part of students and teachers during this kind of change. Best practice is to let the Head of the Conservatory know as soon as possible that you are planning to leave. If you have students who will remain with the Conservatory, the Head can work with you to make communication with your students clear about how to register for lessons and who to register with.

The boring but essential bits

Contracts

The Conservatory and the Instructor are obligated only for the period indicated on the Instructor's Contract.

There is no requirement for either the Conservatory or the Instructor to renew any part of the contract upon its expiry. If a full academic year contract is not to be renewed, either party must give thirty days written notice. Instructors are not permitted to teach any Conservatory course (private or class) unless officially contracted to do so by the Head of the Conservatory.

Criminal Records Checks

The Conservatory requires each private and/or group instructor to undergo, at their own expense, a criminal record check every 3 years. The Conservatory has the right to withdraw any offer, either verbal or written to any person based on the information provided by the criminal record check. You will be notified by the office when your Criminal Records Check is due for renewal.

Communication

Each private instructor is assigned a mail box in the second floor staff room, please check regularly for student messages and faculty memos.

Notices for all teach staff often come by email from Alison Tkach.

The Conservatory Contact List is distributed annually and posted in the staff room; please keep the office informed of any change of address, phone numbers, or email.

Please have students and parents contact you directly if you need them to leave a message for you during office hours, please have them call Alison at 306-585-5831.

Parking

Parking at the Palliser Building is limited to on-street parking. There are metered spots directly in front of the building and free spots a block south. Parking after 6 pm is available in the SaskPower parking lot across the street from the building.

Building Hours

Building hours at 2151 Scarth Street are as follows:

- Monday – Thursday 8:00 am – 10:00 pm
- Friday 8:00 am – 9:00 pm
- Saturday 8:30 am – 6:00 pm
- Sunday and Statutory Holidays 10:00-6:00 pm
**PIANO TUNING**

The Conservatory arranges regular piano tuning for studio pianos. However, if your piano is in need of tuning before the regularly scheduled tuning, please use the “Request for Piano Tuning/Repair” form available in the mailroom.

**STUDIO PRACTICE**

The Conservatory of Performing Arts recognizes the necessity for instructors to practice their instruments, especially if you are preparing work for senior students. That practice can, however, be quite distracting for your colleagues. It is especially disturbing if one is trying to teach in an adjacent studio. *Please use your discretion in choosing your practice times.* Many instructors do not teach in the mornings and early afternoons, making this prime practice time.

**VISITOR POLICY**

The Conservatory of Performing Arts does not allow guests or visitors to observe or attend classes unless permission is granted by the Head of the Conservatory or the Teacher.

Instructors should be prepared to have official representatives of the Conservatory periodically visit classes and lessons.

**Going beyond the weekly lesson**

**STUDENT RECITALS**

The Conservatory offers a series of student recitals annually and a schedule will be posted in the staff room in September. Recitals are provided as a performance opportunities as well as a chance to discuss stage deportment and performance practice and etiquette with students.

**Recital Policy and Procedure**

1. Accompanists are provided at no cost to the student for all regularly scheduled Conservatory recitals during the teaching year based on the following conditions:
   - Each student that is performing in a recital will receive a maximum of two half-hour rehearsals (including time spent at lessons) plus the performance itself. Any time spent working with the student beyond the two half hour rehearsals and the performance, must be paid by the student/parent. This payment can be made through the Student Services Office or online.
   - If a student enters a recital and does not perform in the recital he/she has entered, for any reason beyond documented medical illness, that student will be required to reimburse the Conservatory for all time spent with the accompanist at a rate of $45.00 per hour.
   - All accompanists’ music required for a given recital must be submitted before the deadline for recital entries to the Conservatory Office. If the music is considered to be advanced, the music must be submitted at least four weeks prior to the recital. Failure to provide the music in this time period will result in the cancellation of the student’s performance.

2. All instruments and types of music will be accommodated in the student recital program.

3. Students who wish to be considered for auditioned scholarships must fulfill their recital requirement prior to the entry deadline on February 26. Students interested in non-auditioned scholarships must fulfill their recital requirement prior to May 1st.

4. Students are encouraged to play from memory. Consult with the Head of your Department to discuss requirements on memorization.

5. Students should be encouraged to dress in clothing appropriate for public performance. (ie: clothing should be neat, clean, presentable and understated so as not to overtly display body parts or distract the listener.)
6. Please respect the following guidelines for timings; Junior Recital pieces @ up to 5 minutes, Senior Recital pieces @ up to 10 minutes. Longer works may be programmed at Special Senior Recitals. “Special Senior Student Recitals” refers to those senior students wishing to perform pieces of a longer duration.

7. Recital Entry Forms must be handed in by the deadline according to the Recital Schedule of the current year.

ACCOMPANIMENT FOR NON-CONSERVATORY FUNCTIONS

Students wanting to work with a Conservatory accompanist for the following events may arrange for accompanist time by registering for an appropriate amount of time with the accompanist of their choice and paying online or at the Student Services office.

- Preparations for student examinations
- Examinations
- Music Festivals
- Non-Conservatory auditions
- Conservatory auditioned scholarships

FACILITIES

In its temporary space, the Conservatory does not have a recital hall, however instructors are welcome to book the larger classrooms for recitals. If an instructor wants to hold a recital off-site in a better acoustic, please speak to Christa Eidsness to make arrangements.

Regular student recital dates are published in advance at the beginning of each academic year. A copy of the recital schedule will be posted in the mailroom and each instructor will receive a hard copy at the beginning of the year. Instructors should encourage their students to participate in the recital series. Recital application forms are now available online at www.uregina.ca/cce/conservatory/auditions-recitals-scholarships.html

GUEST ARTIST/MASTERCLASS PROCEDURES

If instructors have a colleague coming to town who would like to offer a masterclass or even some lessons to Conservatory students, they are welcome to arrange that through the Head of the Conservatory. There is a process for inviting guest artists/teachers to be involved at the Conservatory on a short term basis. For instructors wanting to arrange these events for their students, the general guidelines are below:

- Provide a minimum of 2 weeks’ notice before the event
- Encourage students from all relevant studios to attend
- Advertise the event – the Conservatory can help with this, but for the most part word of mouth is most effective in these situations
- Be clear with the Conservatory what the requirements of the class are (i.e. performance level, time allotted for each student, etc.)
- Negotiations of salary must be left to the Head, please do not make promises on behalf of the Conservatory
**PROPOSAL FOR NEW GROUP CLASS PROCEDURE**

We are always looking for new ideas for group classes. In our experience, the classes that really take off are classes that have a natural group already formed. When you have an idea for a group class you would like to teach, please get in touch with the Program Coordinator. At a minimum, the Program Coordinator will need to know the following information:

- What is the subject matter?
- How long will each session be?
- How many sessions will there be?
- Other than teacher's salary, what costs are associated with the class? (i.e. equipment, materials, etc)
- When do you want to teach this class?

Please note that the Program Coordinator's specialty is setting up classes and tracking which classes run well and which ones don't. If the Program Coordinator gives you feedback about your class, please take it into consideration – it could help your class be more successful.

**SCHOLARSHIPS and BURSARIES**

The Conservatory has a small amount of money set aside to assist students in financial need. Bursary application forms are available from the Student Services office. There are two deadline for bursaries October 15 for the fall term and February 15 for the winter term. As well, the Conservatory offers a large number of honours and awards each year. Instructors should enter as many deserving students as possible to make sure the competition for the scholarships remains strong. The Conservatory also has many students who draw on funding from Creative Kids Saskatchewan – information about this program is available on their website: [http://www.creativekidssask.ca/](http://www.creativekidssask.ca/)

The Bursary information book will be available in September, the Auditioned Scholarship Package will be distributed to all instructors in the fall, and the Non-Auditioned Scholarship Package will be distributed in January of each year. The Package includes general information about each of the scholarships available, as well as application forms. Additional application forms are placed in the mail room.

**Making the most of your Studio**

**MAKING THE MOST OF YOUR STUDIO**

Being an instructor at the Conservatory means someone else takes care of the large-scale advertising and financial end of your studio and this may make the job of teaching easier, but there are things you can do to make your studio more successful as well.

- Give your students a copy of your studio policies – some of those policies will come from the Conservatory, others will be your own i.e. expected practice habits, public performances, no teaching dates, beginning and end of year, etc. You will receive a Student Handbook template from the Conservatory that you can personalize and distribute if you want.
- Remember – you are the instructor and you get to set your own schedule. Many teachers find it helpful to work in blocks of time – teaching 3 or more students in a row, rather than scheduling single lessons scattered throughout the week.
- Put breaks in your schedule if you are teaching more than 3 students in a row.
- Tell people where you teach and invite them to register with you here – again, word of mouth is the best form of advertising.
- When you meet a potential new student be clear about the kind of music you teach and what your expectations of your students are.
- Take advantage of any workshops and masterclasses offered by the Conservatory.
- Make sure you have current contact information for each of your students, a sample checklist of things to ask and think about is included in Appendix A

**LIVING WITH “STUDIO-MATES”**

Sharing studios is relatively new at the Conservatory and learning to share is a process for all of us. Below you will find some suggestions and hints to make the sharing process a little easier.

- Share contact information with your studio mates
- Give up-to-date and accurate contact information – if you never check email, ask your studio-mates to call or text you instead
- Let studio-mates know about allergies and scent sensitivities – either your own or your students’.
- Use the checklist in Appendix C to help figure out processes for re-arranging lesson times, communication, booking additional studio time, etc.
- If all else fails, ask the Head to assist

**University of Regina Policies**

It is expected that Instructors will act in the best interests of the Conservatory at all times, avoiding unethical and unprofessional behavior and attempting to continually present the Conservatory in the best possible image.

Conservatory Instructors are expected to be well prepared, punctual, and reliable in their attendance. It is the Instructor’s responsibility to advise, with as much advance notice as possible, the Conservatory Administrative Assistant and all students concerned of expected absences, delays or changes in lesson schedules. Any use of substitute teachers must be approved, in advance, by the Conservatory Head.

**RESPECTFUL WORKPLACE**

The University of Regina is committed to creating and maintaining an environment in which members of the University community can live, work and learn in a collegial climate of mutual respect, free of harassment and discrimination.

As such, we ask that all instructors be aware of their interactions with each other and with university staff. Harassment and discrimination can include unwanted physical or verbal behaviour that offends or humiliates someone as well as threatening and intimidating behaviour or comments or jokes about someone’s race, religion, sex, age, or disability.

**SCENT SENSITIVITY**

The University of Regina is committed to providing a safe and healthy environment for all members of our University Community. In creating a healthy environment, all members of our University Community are asked to participate by being more aware of the impact of scented personal care products on the health of others.

As teachers in one-on-one settings, Conservatory instructors are asked to encourage their students to be aware of the perfume, soap, hair products, etc they use and how it impacts the people around them. Instructors are also asked to refrain from bringing scented products into their studios.

**SUPPORTING ACCESSIBILITY FOR ALL STUDENTS**

One of the benefits of the ongoing renovations at the College Avenue Campus is that Conservatory performance spaces will be made accessible for all.
SAFETY PROCEDURES

The Conservatory sits on the south edge of downtown Regina and operates from a traditional office building. To assist with the safety of our staff and students, the Conservatory provides a commissionaire to monitor building access and safety in the evenings and on weekends. The University of Regina holds insurance on university-owned property but does not cover any music, furniture, instruments, or anything else instructors have brought into their studios. Instructors are advised to keep a minimum of personal property on Campus and to add special riders to personal policies to cover valuable personal property left on-campus.

It is the responsibility of the entire University community: staff, contract instructors, students, and parents to foster a strong culture of safety on campus.

Emergencies, disasters, accidents and injuries can occur any time and without warning. Being prepared physically as well as psychologically to handle emergencies is an individual as well as an organizational responsibility. The University of Regina has established emergency procedures to follow so that the effect of emergencies can be minimized. Your safety and the safety of your students is of primary importance.

For off-hour assistance (evenings, weekends, stat holidays) for mishaps such as incident/accident reporting, being locked out of a classroom, forgotten office keys (ID required), facilities management/custodial issues, please contact the commissionaire for further directions.

At any time if it is an “emergency” call 911 and then if/when possible alert the commissionaire.

COPYRIGHT

The following information comes from the University of Regina Copyright Basics Brochure.

Copyright protects literary, artistic, dramatic and musical works, as well as sound recordings, performances and communication signals. Copyright arises automatically when any such work is created and generally continues for 50 years after the author’s death.

The Copyright Act gives users a number of rights, particularly fair dealing, that allow certain uses of a work without the permission of the copyright owner.

To qualify as “fair dealing” an act must pass a two-step test.

First, the “dealing” must be for a purpose stated in the Copyright Act: research, private study, criticism, review, news reporting, education, satire or parody.

Second, the dealing must be “fair.” In landmark decisions in 2004 and 2012, the Supreme Court of Canada provided guidance as to what this test means for private music instruction. A copy of a short excerpt may be provided or communicated to each student enrolled in a class or course. A short excerpt means:

- Up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
- One chapter from a book
- A single article from a periodical
- An entire single poem or musical score from a copyright-protected work containing other poems or musical score.

In each case, no more of the work can be copied than is required in order to achieve the allowable purpose.

Copying or communicating multiple short excerpts from the same copyrighted-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.
## APPENDIX A: Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5, 2017</td>
<td>Beginning of Fall/Winter Building Hours</td>
</tr>
<tr>
<td>September 9, 2017</td>
<td>Conservatory Open House</td>
</tr>
<tr>
<td>September 18, 2017</td>
<td>Deadline for students to apply for Music &amp; Dance Project</td>
</tr>
<tr>
<td>September 30, 2017</td>
<td>Culture Days Performances at Palliser 1:00-5:00 pm</td>
</tr>
<tr>
<td>October 9, 2017</td>
<td>Thanksgiving Monday, Building Open 10:00 am – 6:00 pm</td>
</tr>
<tr>
<td>October 15, 2017</td>
<td>Deadline for Fall Bursary applications</td>
</tr>
<tr>
<td>November 1, 2017</td>
<td>RCM December/January Exam Application Deadline</td>
</tr>
<tr>
<td>November 11, 2017</td>
<td>Remembrance Day, Building Open 10:00 am-6:00 pm</td>
</tr>
<tr>
<td>November 13, 2017</td>
<td>Remembrance Day observed, Building Open 10:00 am – 6:00 pm</td>
</tr>
<tr>
<td>November 15, 2017</td>
<td>First day of registration for Winter term classes</td>
</tr>
<tr>
<td>November 27, 2017</td>
<td>Music and Dance Project Presentation at the Artesian</td>
</tr>
<tr>
<td>December 8-9, 2017</td>
<td>RCM Theory Examinations</td>
</tr>
<tr>
<td>December 15, 2017</td>
<td>Regina Music Festival Registration Opens</td>
</tr>
<tr>
<td>December 22, 2017</td>
<td>4:30 pm Building Closes for Christmas Break</td>
</tr>
<tr>
<td>January 2, 2018</td>
<td>8:15 am Building Re-opens after Christmas Break</td>
</tr>
<tr>
<td>January 4, 2018</td>
<td>RCM April Exam Application Deadline</td>
</tr>
<tr>
<td>January 15-27, 2018</td>
<td>RCM Practical Examinations</td>
</tr>
<tr>
<td>January 31, 2018</td>
<td>Regina Music Festival Registration Closes</td>
</tr>
<tr>
<td>February 15, 2018</td>
<td>Deadline for Winter Bursary applications</td>
</tr>
<tr>
<td>February 20, 2018</td>
<td>Family Day, Building Open 10:00 am – 6:00 pm</td>
</tr>
<tr>
<td>February 21-24, 2018</td>
<td>Winter Day Camps (at Westminster United Church)</td>
</tr>
<tr>
<td>February 26, 2018</td>
<td>Auditioned Scholarship Application Deadline 4:00 pm</td>
</tr>
<tr>
<td>March 6, 2018</td>
<td>RCM May/June Examination Application Deadline</td>
</tr>
<tr>
<td>April 7-8, 2018</td>
<td>Auditioned Scholarships</td>
</tr>
<tr>
<td>April 9-14, 2018</td>
<td>RCM Practical Examinations</td>
</tr>
<tr>
<td>April 14, 2018</td>
<td>Good Friday, Building Open 10:00 am – 6:00 pm</td>
</tr>
<tr>
<td>April 17-20</td>
<td>Regina Music Festival: Musical Theatre classes</td>
</tr>
<tr>
<td>April 17-19</td>
<td>Regina Music Festival: Choral, Pipe Organ classes</td>
</tr>
<tr>
<td>April 17-21, 2018</td>
<td>Spring Day Camps (at Palliser)</td>
</tr>
<tr>
<td>May 1, 2018</td>
<td>Deadline to let office know if you plan to teach during summer months</td>
</tr>
<tr>
<td>May 1-6, 2018</td>
<td>Regina Music Festival: Piano, Strings, Voice, Brass, Woodwinds, Percussion classes</td>
</tr>
<tr>
<td>May 7, 2018</td>
<td>Deadline for Non-Auditioned Scholarship Applications 4:00 pm</td>
</tr>
<tr>
<td>May 11-12, 2018</td>
<td>RCM Theory Examinations</td>
</tr>
<tr>
<td>May 22, 2018</td>
<td>Victoria Day, Building Open 10:00 am – 6:00 pm</td>
</tr>
<tr>
<td>June 4-23, 2018</td>
<td>RCM Practical Examinations</td>
</tr>
<tr>
<td>June 13, 2018</td>
<td>Conservatory Celebration of Excellence (University Theatre)</td>
</tr>
<tr>
<td>July 4, 2018</td>
<td>Beginning of Summer Building Hours</td>
</tr>
<tr>
<td>July-August 2018</td>
<td>Move to College Avenue Campus</td>
</tr>
</tbody>
</table>
Appendix B

Sample Hard-copy Attendance record

For instructors who choose not to update lesson attendance online, an attendance record for lessons like the one below will be updated and supplied each month.

Instructor: Professor Albus Dumbledore  
Room: PAL 440  
Date range: September 1-30, 2017  
Return to Alison by: October 3, 2017

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Usual day of lesson</th>
<th>Usual time of lesson</th>
<th>Lesson Length</th>
<th>Lessons Remaining</th>
<th>Sep 1-2</th>
<th>Sep 3-9</th>
<th>Sep 10-16</th>
<th>Sep 17-23</th>
<th>Sep 24-30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potter, Harry</td>
<td>Tue</td>
<td>5:00 PM</td>
<td>30 min</td>
<td>36</td>
<td>✓</td>
<td>✓</td>
<td>45</td>
<td>A</td>
<td>45</td>
</tr>
<tr>
<td>Weasley, Ginny</td>
<td>Tue</td>
<td>6:00 PM</td>
<td>30 min</td>
<td>34</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Weasley, Ron</td>
<td>Tue</td>
<td>6:30 PM</td>
<td>30 min</td>
<td>34</td>
<td>A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Hagrid</td>
<td>Wed</td>
<td>7:15 PM</td>
<td>30 min</td>
<td>4</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Granger, Hermione</td>
<td>Thu</td>
<td>5:15 PM</td>
<td>30 min</td>
<td>36</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
</tbody>
</table>

✓ = usual lesson was taught.  
X = student missed lesson and no makeup-lesson is owed  
A = no lesson scheduled and/or make-up lesson will be taught later  
Number of minutes: more than usual lesson taught, number indicates total amount of time taught during the week (including expected lesson)
APPENDIX C: Living with Studio-Mates

Name: 

Phone: _______________  Email: _________________________

Preferred Communication:  □ Phone  □ Text  □ Email

Regular Teaching Day(s) & Time(s):  ________________________________

How much notice is preferred when trying to reschedule/add time?  ________________________________

Things to note (i.e. allergies, sensitivities, etc)  ________________________________

Name: 

Phone: _______________  Email: _________________________

Preferred Communication:  □ Phone  □ Text  □ Email

Regular Teaching Day(s) & Time(s):  ________________________________

How much notice is preferred when trying to reschedule/add time?  ________________________________

Things to note (i.e. allergies, sensitivities, etc)  ________________________________
Name: 

Phone: __________________________  Email: __________________________

Preferred Communication:  ☐ Phone  ☐ Text  ☐ Email

Regular Teaching
Day(s) & Time(s): __________________________

How much notice is preferred when trying to reschedule/add time? __________________________

Things to note (i.e. allergies, sensitivities, etc) __________________________