

(The statement of Applied Studio Responsibility adopted unanimously by Applied Studio faculty on January 31, 1992. All Applied faculty with the exception of Professor Mark Johnson were present.)

APPLIED STUDIO RESPONSIBILITY

Recruiting

A requisite of satisfactory applied music instruction is the development and maintenance of a studio with sufficient vitality and enrollment to support the performance programs of the College of Music. Toward that end, applied faculty are responsible for developing a recruiting program which may include, but is not limited to:

- responding to student inquiries with personal contact through letters by phone
- developing opportunities to work with prospective students in high school programs. This should be done regularly in the immediate region and frequently in other locals.
- regular contact with public school and private music instructors
- participation and membership in appropriate professional organizations (MMTA, MSBOA, NATS, MENC etc.)
- active involvement in scheduled recruiting activities of the school such as All-Star Band Day, Open House, Audition Days, other special events
- initiating and developing special recruiting events on occasion
- developing a class through
 - private teaching
 - personal concert career and national reputation
 - service as adjudicator locally in the state, region and nationally
- developing a prospect list and maintaining regular contact with individuals targeted

It is recognized that recruiting is a more difficult task for certain instruments and voice ranges. Nonetheless, it is the responsibility of the applied instructor to demonstrate an effective strategy for attracting and retaining students who are available in the state, region, and nation.

In addition to the responsibilities set forth in the MSU Faculty Handbook and Teaching Code of Responsibility, the following guidelines address the highly specialized area of applied studio instruction. Applied faculty have the responsibility to:

1. To establish and maintain a studio which promotes technical growth and musical development for applied students

2. To teach in a manner which recognizes the career preferences and worth of every student whether a performance, music education, theory-composition, or music therapy major
3. To develop a program of study which challenges students to a level of performance commensurate with their class standing
4. To discriminate individual accomplishments through appropriate grading
5. To fulfill the assigned teaching schedule of all lessons, juries, honors concert auditions, auditions for admission to the College of Music and other meetings unless absence is caused by an emergency or approved University business
6. Any lesson missed or cancelled must be made up during the term in which they were missed
7. To be available at frequent, regular, and scheduled times for student consultation
8. To inform students concerning the requirements, standards, objectives, and evaluation procedures in use in the studio
9. To insure that there is an effective evaluation of his or her instruction by the students at the end of each term
10. To support large ensemble instruction