

# WASHINGTON STATE MUSIC TEACHERS ASSOCIATION



Affiliated with  
MUSIC TEACHERS NATIONAL ASSOCIATION

## INSTRUCTIONS FOR VISITING ARTISTS ON MUSIC ARTISTRY PROGRAM POLICIES

The Music Artistry Program (MAP) of the Washington State Music Teachers Association is a self-supporting enterprise developed to encourage interest in music and to maintain standards of fine musicianship among student musicians. All persons are accepted without regard to race, sex, national origin, religious background, sexual orientation, or any other class not relevant to the purpose of the association.

The purpose of the WSMTA Music Artistry Program is to:

1. Provide an educational experience that encourages goal setting, persistence, and creativity.
2. Provide a performance opportunity for students where an objective evaluation of each student's skill and musicianship is made by an impartial, competent visiting artist.
3. Provide the teacher an opportunity to consult with another professional musician.

The Music Artistry Program encourages and enlists parental interest and support and provides a wholesome outlet for community pride.

Students will each receive:

- written evaluation and oral comments from the visiting artist
- a Certificate of Participation
- high school credit students will receive a seal to be attached to their MAP Certificate

### **FORMS**

#### **Provided by State MAP Chair:**

- |                              |                         |
|------------------------------|-------------------------|
| 1. Approved Chapter Schedule | 6. High School Credit & |
| 2. Teacher Evaluations       | Certificate Seals       |
| 3. Expense Reimbursement     | (When applicable)       |
| 4. Sample Student Evaluation |                         |
| 5. Chapter Evaluation        |                         |

#### **Provided by Teachers:**

1. Teacher Information and Student Schedule Form, which includes:
  - Teacher & Student Names, Music, Performance Times.
  - **A place to initial if student performs by memory**

- Check if adequate time has been allowed for the playing of the pieces listed.
  - If you feel the time is limited for evaluation you may give the teacher a choice of:
    - Stopping a performance after a sufficient amount has been heard,
    - Cutting short (but not eliminating) the evaluation time of the student.
  - Written and/or Oral Evaluation Time.
2. Student Evaluation Sheets for each student who is to be heard.
  3. Certificates: You may request the Chapter MAP Chair to have these available for signing prior to the evaluation.

## **GENERAL INSTRUCTIONS**

### **Prior to Your First Day**

Communicate with the chapter chair, site manager or teacher regarding your specific needs:

- Kitchen or availability of refrigeration for water, food, etc;
  - Desk and/or chair needed for writing and sitting comfortably for long periods;
  - Transportation to and from the site;
  - Lunch arrangements;
  - Review the schedule (supplied by WSMTA Chair) and prepare any questions you may have.
1. **During the Visiting Artist Orientation**
    - Locate the restrooms.
    - Discuss issues of locking the building or room; heat or air conditioning; room lights.
    - Check your supplies and arrangement of desk, piano, lighting, etc.
  2. **Locations & Distractions**
    - Be prepared for unexpected issues which are presented with your specific location & students:
      - Outside traffic, pedestrian, or other uncontrollable noise.
      - Heating or air conditioning issues – be prepared for too warm, or too cold.
      - Interruptions from other students, families or the general public.
      - Teachers who are new to the process and are not prepared with the correct paperwork, or may not have given the students and parents sufficient instruction regarding the event.

## **STUDENT EVALUATIONS**

### **Evaluation**

- Please WRITE as well as verbalize POSITIVE comments: Students will remember their problems, but often forget the oral praise they receive.

- Speak loudly enough so that the teacher and parents can hear your comments.

- **Each student MUST receive both oral and written comments.**
- **Teachers may not use total time for performance only.**
- **It may be necessary to cut performances to allow for evaluation.**

**Remarks concerning any studio or student should be confidential between visiting artist and teacher.**

### Timing

- Please use a watch or clock in order to stay on time (may be provided by chapter).
- Teachers may also be willing to track and signal “time” at appropriate intervals.
- Include in your time for each student:
  - Collecting your papers, pencil, metronome or any other item for use with the student.
  - Approaching and leaving the performance area.
  - Acknowledgement and congratulations to the student.
  - Passing time to the next student.

### Music

**PLEASE NOTE: MEMORY OPTIONAL BUT ENCOURAGED. PLEASE INITIAL THE TEACHER SCHEDULE WHEN STUDENTS PERFORM BY MEMORY SO THEY MAY RECEIVE THE APPROPRIATE CERTIFICATE**

- No photocopied music is to be presented to the Visiting Artist.
- **If a student plays from a score, a second original must be presented to the Visiting Artist.**
- If a teacher uses “practice copies” in teaching, the original must be present.
- In the event that a student does present you with only a photocopy, refer to this issue only during the written and/or oral consultation time.
- Legally downloaded scores are acceptable with the required authorization paper from the internet, CD or WSMTA Form.
- Comments regarding your preference of printed editions should be made to the teacher, not the student.
  - ✓ **When returning your materials to the State MAP Chair, please report any copyright issues at that time.**

### TEACHER EVALUATIONS & CONSULTATIONS

1. Each Teacher, including Student Teachers, must choose one form of evaluation.

2. Teachers entering fewer than five students will receive only an Oral Consultation.
3. Teachers entering five or more students must choose the Oral Consultation, Written Evaluation or they may select both.

### **Teacher Written Evaluations**

- Piano teachers are required to have a minimum of five students in order to have a written evaluation.
- In areas other than piano, e.g., voice, a teacher is required to have a minimum of three participating students.
- You will be allowed ten (10) uninterrupted minutes to complete the form
- After hearing all the students presented by a teacher, write your honest assessment of the overall quality of the work.
  - Be as specific as possible when addressing any areas of weakness.
    - Teachers will respond well to an evaluation that first commends them for what the visiting artist finds to be good in their work with students.
    - Concrete suggestions on ways to achieve improvement are most appropriate.
  - Comments regarding suggestions for improvement must be clear and stated in a kindly manner so that they will not be received with resentment and discouragement.
  - NO OVERALL RATING OF COMMENDABLE, SATISFACTORY OR NEEDS IMPROVEMENT IS TO BE GIVEN IN ANY MANNER.
    - ✓ **Present the white copy of the Written Evaluation to the teacher.**

### **Teacher Oral Consultations**

The Oral Consultation by the visiting artist is a particularly important part of the MAP educational experience.

- For those teachers who have purchased both forms of evaluation, the Written Evaluation may be used as a point of departure in the Oral Consultation.
- Teachers may have specific requests for discussion.
- Cover only topics such as repertoire, technique, musicianship and other matters that relate to teaching effectiveness.

### **CHAPTER & STATE RECITALISTS SELECTION PROCESS**

There will be no student selection during the evaluation for any event, honor, scholarship, recital, or competitive endeavor, other than Chapter Honors Recitals. Letter or number grades for students should not be given.

### **Chapter Honors Recital**

- Visiting Artists may be asked to select performers for a local Chapter Honors Recital.

- The Chapter Chair is recommended to clarify the specific standards to be met in selection.
- Additional time should be purchased by the teacher or chapter for the selection of Chapter Honors Recital students.
- Honorable Mentions may also be selected – check with the chapter chair regarding the specific requirements.

### **State Honors Recitalists**

- You may be asked to select the representative(s) for the WSMTA Conference Honors Recital, along with the alternate(s) and honorable mentions(s).
- This must be done prior to the educational portion of the Music Artistry Program.
- Honorable Mentions may also be selected – check with the chapter chair regarding the specific requirements.

The hourly fee for the visiting artist during this selection process, plus per diem expenses for the time involved, is the financial responsibility of the requesting chapter and will not be paid by WSMTA.

### **HIGH SCHOOL CREDIT**

- Where students are enrolled in the High School Credit Program, you will receive a form from the State MAP Chair with student and teacher names filled in by the Chapter MAP Chair.
- Place a check beside the name of each student heard and give the enclosed seal to the student’s teacher to be attached to the Music Artistry Program Certificate. A grade is not required.
- ✓ **Sign the form and return it to the State Music Artistry Program Chair. (All High School students, at any level of study, who study with a certified teacher, are eligible for this credit.)**

### **REMUNERATION SCHEDULE FOR VISITING ARTISTS**

#### **EVALUATION FEE:**

WSMTA pays \$40.00 per hour of scheduled evaluation time including:

- a twenty-minute break during each approximate four-hour period;
- a fifteen-minute conference with the Chapter MAP Chair at the beginning and end of the event.

Lunchtime is not included.

#### **TRAVEL EXPENSES:**

1. Mileage Rate: \$ .36 per mile (as of 9/1/2008 – subject to change).
2. Airfare: WSMTA will reimburse for air travel, but total visiting artist travel must not exceed the **limit of \$300 per visiting artist for ALL travel expenses.**
3. Parking: A maximum of \$10 per day (day = 8 hours of evaluation) includes taxis and tolls. RECEIPTS REQUIRED.

**MEALS:**

\$35 per day (day = 8 hours of evaluation) RECEIPTS REQUIRED

**WSMTA HOTEL/MOTEL PER DIEM BY CHAPTER**

Rates include ALL taxes/fees

|                   |                |                   |              |
|-------------------|----------------|-------------------|--------------|
| <b>\$110</b>      | <b>\$125</b>   | <b>\$140</b>      | <b>\$160</b> |
| Clarkston/Lewis   | Bellingham     | Eastside          | Seattle      |
| Grays Harbor      | Clark County   | Gig Harbor        |              |
| Mason County      | Cowlitz County | Lake Washington   |              |
| Moses Lake        | Edmonds        | South King County |              |
| Okanogan          | Kitsap County  | Tacoma            |              |
| Olympic Peninsula | Lewis County   |                   |              |
| Pullman           | Lynden         |                   |              |
| Spokane           | Mt Rainier     |                   |              |
| Sunn Valley       | Olympia        |                   |              |
| Tri Cities        | Puyallup       |                   |              |
| Walla Walla       | Skagit Valley  |                   |              |
| Wenatchee         | Snohomish      |                   |              |
| Ellensburg/Yakima | Whatcom County |                   |              |
|                   | Whidbey Island |                   |              |

Husband & wife teams will receive ONE per diem + \$10.00 per night.

**Planning Your Stay - Contracted Time**

- The State MAP Chair will verify contracted time prior to MAP evaluations in a given Chapter.
- The schedule can be changed only upon approval of the State MAP Chair.
- The State Chair will also verify the days of per diem expenses allowed, based on the contracted time divided by the eight-hour working day.
- Chapters may expect you to begin work at 8:00 a.m. or work later to fill the eight-hour day.
  - To receive full per diem expense allowance, visiting artists are expected to work an eight-hour day.
  - Adjustments to the scheduling can be made to accommodate arrival and departure time.

- Visiting Artists must give their approval for days which are scheduled for more than 8 hours.
- A Chapter's initial request for a given amount of your time may sometimes decrease when the actual MAP enrollment is determined.
  - Do not cancel any regularly scheduled lessons until you receive a firm commitment from the Chapter and/or the State MAP Chair.
  - Once this time is firm, please keep it free of all other commitments.

### Making Reservations

- The Chapter MAP Chair is asked to provide Visiting Artists with a listing of good, reasonable motels.
- Give information about WSMTA as a non-profit organization and request their best rate.
- AAA, Collegiate or Senior Citizen rates may also be of benefit.
- Make airline reservations as soon as possible.
  - Wait until a firm commitment is received from the contracted chapter.
  - Check for the lowest rates and book as far ahead of time as possible.

### Submitting Your Expenses

- Accurately complete the Visiting Artist Expense Form included in your packet.
    - Press hard to be sure duplicates are legible
    - Attach all receipts - **RECEIPTS ARE REQUIRED FOR ALL EXPENSES** except mileage
  - Include the Chapter Evaluation and High School Credit Form, if applicable
  - Use the enclosed addressed, stamped manila envelope
    - ✓ **Your expenses will not be processed until the above information has been received.**
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### FAQ's (Frequently Asked Questions)

- ♫ **The schedule provided by the teacher and/or chapter chair does not match the schedule sent to me in my Visiting Artist packet (from WSMTA MAP Chair) - what should I do?**
  - Be sure to compare the schedules - the total judging hours in the day/week should match, along with a 20 minute break for every 4 hours of judging. If there are discrepancies which you are concerned about, contact both the chapter chair and the WSMTA MAP chair as soon as possible. Remember this is about the students - so we rely on you to provide a positive experience, but YOU ARE HIGHLY VALUED and WSMTA is concerned that your needs are met and the event guidelines are respected.
- ♫ **How do I handle a teacher and his/her students that are missing music, forms, schedules, etc.?**

- Be prepared – bring a notebook with blank paper in which to make notes. This may help with timing and evaluations. Give any suggestions for improvement of the paperwork to the teacher or chapter chair.

♪ **The teacher has not scheduled sufficient time for me to listen, write and give oral comments to some of the students – how do I handle this?**

- Do a quick scan of the literature being presented and the amount of time allowed. All students must receive both oral and written comments. Teachers may not schedule total time for performance only. **Be prepared to cut the performance** in order to allow for sufficient evaluation time. Be sure to include this concern in the teacher and/or chapter evaluation.

♪ **How soon will I receive reimbursement for my expenses?**

- Your request will process within 1 week of receiving the required information listed above (see “Submitting Your Expenses”). It is then sent on to WSMTA Treasurer, Patti Robertson, who will issue the check. You can expect reimbursement within 10 – 14 days from your submission.