

Oregon Music Teachers Association SYLLABUS INSTRUCTIONS FOR TEACHERS

General (all districts, except Portland).

Complete and print **all** forms and return to your designated area by the registration deadline. Please indicate your district on the front of your registration envelope (perhaps directly above your return name/address).

CONTENTS OF TEACHER PACKET

1. Syllabus Registration Form
2. Student Entry Blank
3. Student Evaluation Report (**NEW!! Separate form for each Syllabus Level**)
4. Teacher Conference Form
5. Request Form for Scheduling
6. Order of Syllabus Evaluation Form (only if needed)
7. **One** Check for all Evaluations, Conferences, and Registration Fees
8. Print of current MTNA membership card, or membership confirmation email sent from MTNA
9. Self-addressed and **stamped** envelope, required only if you do not have e-mail.

1. REGISTRATION FORM

Complete and print as many as necessary to include all information. List all student names **in alphabetical order by last name**. Include teacher conference (see #4 Teacher Conference Form for details). Carefully check times and fees (to see that the program handled it properly). **As a teacher, you are required to attend your students' evaluations.** You are expected to monitor the behavior of your students and their families while they wait to be evaluated. You are expected to help your student have their music in order (with measures numbered, especially for Upper Division repertoire) and to introduce your student to the adjudicator at the beginning of their evaluation. If you are unable to monitor yourself, you must assign a monitor to take care of these responsibilities and inform your district chair and hostess before the date of evaluation.

2. STUDENT ENTRY FORM

Complete and print one for each student. A student must have studied a minimum of 6 months with the present teacher. Be sure to include performance time. Repertoire must not exceed $\frac{1}{2}$ of the evaluation time. If repertoire is approaching $\frac{1}{2}$ the evaluation time, teachers are strongly advised to buy extra time in order for the student's complete repertoire to be heard. Students playing non-memorized repertoire for Upper Division or Auditions must provide an extra score for the adjudicator (with measures numbered) - **NO PHOTOCOPIES OR XEROXED MUSIC!** (The student will be disqualified!). Printed "CD Sheet Music" is acceptable. Please present this type of music in a binder, without staples, for easy access by the adjudicator. Other legal sources will be considered as technology advances.

3. STUDENT EVALUATION FORM (New!!)

Print one "level-appropriate" Student Evaluation Form for each student and complete student's name. The adjudicator will provide a written evaluation of the student on this form.

4. TEACHER CONFERENCE FORM

Beginning in June 2004, all teachers are required to schedule at least a 15-minute conference in both the Fall and Spring. The Spring Conference may be scheduled either during Lower Division or Upper Division Evaluations (i.e., you are not required to have a conference at both Spring evaluations). If you have more than 3 hours (total) of adjudication, you must have a 25-minute conference. For teachers having more than one full day of adjudication, the same rules apply for the second day.

5. REQUEST FORM FOR SCHEDULING

List two possible date/time choices for Syllabus times from those listed for your district. Students must enter Syllabus in their teacher's area during the scheduled dates. Once the schedules are typed there can be no changes. Please, don't ask!

THERE ARE NO MAKEUPS OR REFUNDS

6. ORDER OF SYLLABUS EVALUATION FORM

Students will be scheduled in the order listed on the registration form, according to their Syllabus Level. Complete this form **only** if you want your students evaluated in an order different from your registration form.

7. CHECK

Make **one check** for all fees, payable to OMTA (your chapter). **NO CASH.**

8. CURRENT MTNA MEMBERSHIP CARD

A copy of your current MTNA membership card is required. If you renewed your membership online, a copy of the email confirming renewed membership will be sufficient.

9. SELF-ADDRESSED STAMPED ENVELOPE

Your syllabus schedule will be e-mailed to you. If you do not have e-mail or would rather receive a paper copy of your schedule then put your own address and a **stamp** on an envelope, and include with all other materials above. Your syllabus schedule will be mailed to you in this envelope.

ADJUDICATOR EVALUATION FORM

To be completed *after* the syllabus event and returned to the name/address on the form.

For Portland District SPRING UPPER AND LOWER DIVISION ENTRIES NEED TO BE SENT IN SEPARATELY.

IN GENERAL

- Please be considerate of your committee!
- OBSERVE DEADLINES!!
- Do not ask for special consideration!
- Volunteer to help!

PLEASE REMEMBER TO DIRECT ANY QUESTIONS TO YOUR CHAIR.

(Contacting your adjudicator directly is inappropriate.)

THANK YOU FOR YOUR COOPERATION!

(dated October 2010)