



# Trinity College

HARTFORD CONNECTICUT

## **Student Questionnaire and Guidelines for Private Music Lessons** ***MUSC-107-01 Music Lessons for 0.5 Course Credit*** **Fall 2020**

Professor Jen Allen, Faculty Coordinator: [jennifer.allen@trincoll.edu](mailto:jennifer.allen@trincoll.edu); 860-573-9808  
Feel free at any time to contact Professor Allen for an appointment.

### **To begin the registration process:**

Fill out the questionnaire on page 5 and email it to Jen Allen - [jennifer.allen@trincoll.edu](mailto:jennifer.allen@trincoll.edu), asap. This does not commit you to enrolling in the lessons program but this preliminary inquiry provides information and serves as an application for a Trinity Grant financial aid award.

You must attend one of the following mandatory **Orientation Sessions**:

**Tuesday, September 8th**

6-6:45pm

Zoom

OR

**Thursday, September 10<sup>th</sup>**

12:15-1:00 p.m.

Zoom

**Write to Jen Allen if you have not yet received an email with the Zoom link.**

## Course Prerequisite

A basic understanding of note reading and music terminology is required for music lessons. Please contact Professor Allen if you would like to apply for a waiver from this requirement. If you have no previous experience with musical notation, you may concurrently take Music 101 Basic Musicianship to fulfill the requirement.

You must successfully complete MUSC-101 or receive a waiver from Professor Allen in order to receive credit for MUSC-107. If a student taking MUSC-101 concurrently with MUSC-107 does not pass 101, the student will not be able to pass 107.

## Course Requirements for Music 107

1. Successful completion of 11 one-hour-long, weekly lessons is required for a passing grade (**failure to complete 11 lessons will automatically result in a grade of F**).
2. For Fall 2020 students who are interested in participating in the **Common Hour Lessons Program Concert** must submit a video of their piece by October 26th to the recording of the recital. Students are encouraged, but not required, to perform in the concert.
3. Instrumentalists and vocalists working on repertoire which requires piano accompaniment are required to arrange a time to talk via Zoom with **Ms. Christine Melson, Music Department Staff Accompanist**. This semester Ms. Melson will be pre-recording music for students who need accompaniment. This is an excellent opportunity for students to hear the music they are learning in the context of the entire piece of music.

Students must contact Ms. Melson at [christine.melson@trincoll.edu](mailto:christine.melson@trincoll.edu) to schedule these [initial appointments](#) no later than **September 18**. **Failure to schedule a meeting and accompaniment session with Ms. Melson will result in the lowering of one-half grade from that which the instructor assigns.**

4. Students must attend the online end-of-semester **Common Hour Lessons Program Concert - date TBD**. **Failure to attend will result in the lowering of one-half grade from that which is assigned by the student's instructor.**

## Financial Arrangements for Private Music Lessons

The music lessons instructor's fee is \$600 for 11 one-hour, weekly required lessons per semester. **This fee is not included in your Trinity tuition.**

If you are not receiving financial aid, you must pay your instructor \$600 for 11 lessons directly, **in full, no later than at the time of your second lesson.**

Students taking lessons not-for-credit should pay their instructors \$55 per lesson.

There are a number of forms of financial assistance available for music lessons students. Most students enrolled in organ or carillon lessons for credit are not required to pay an instructor's fee, regardless of financial aid status. For information and enrollment in organ lessons, contact Christopher Houlihan ([Christopher.Houlihan@trincoll.edu](mailto:Christopher.Houlihan@trincoll.edu)). For information and enrollment in carillon lessons, contact Ellen Dickinson ([Ellen.Dickinson@trincoll.edu](mailto:Ellen.Dickinson@trincoll.edu)).

Other forms of financial assistance may be available for the Music Lessons instructor's fee. InterArts students should contact program director Mitchell Polin ([mitchell.polin@trincoll.edu](mailto:mitchell.polin@trincoll.edu)), or Michael Preston ([michael.preston@trincoll.edu](mailto:michael.preston@trincoll.edu)), IART-101 professor for Fall 2020.

The College provides Trinity Grants to qualified students to pay their music lessons instructor's fee. Because of limited availability, Trinity Grants cannot be guaranteed. First preference for these awards is given to music majors and music minors, but all eligible students are welcome to apply. Application for these awards is due by **Thursday, September 17th**. Awards will be announced, the following week.

If there are awards remaining after the first round, applications will continue to be accepted until the end of registration.

Eligible students apply for a Trinity Grant for *MUSC-107 Music Lessons* by filling out and returning the questionnaire on page 5 to Professor Allen ([jennifer.allen@trincoll.edu](mailto:jennifer.allen@trincoll.edu)). Be sure to place an X on the line indicating you receive Trinity Grant financial aid.

If you are awarded a Trinity Grant for Music Lessons, you must successfully enroll in and complete the .50 credit course to receive the award. Failure to pass the course will result in the award being rescinded and you will be personally responsible for paying the instructor's fee of \$600.

### **Missed Lessons Policy**

- 1) Any lesson missed without giving the instructor at least 24 hours advance notice directly to the instructor's phone, email, or via a text, is considered unexcused, except in the case of a true health emergency or other dire crisis. The student must forfeit payment for an unexcused absence as though he or she had attended the lesson. It is the student's responsibility to learn from their instructor what is the best way to notify them.
- 2) When a makeup lesson is required because of an unexcused student absence, students **must pay their instructor an additional \$55 lessons fee at the time of the makeup lesson. This fee must also be paid by Trinity Grant students since the Trinity Grant does not cover makeup lessons fees.**
- 3) Instructors have the right to limit the number of unexcused absences they will be willing to make up. Remember, however, that the student taking lessons for credit must complete a minimum of 11 hourlong lessons in order to pass the course and receive credit. In addition, if the student is a Trinity Grant financial aid student, if they fail the course, they will become responsible for the \$600 instructor's fee. More than two unexcused missed lessons will incur a penalty of a full grade deduction.
- 4) Please discuss these policies and clarify the understanding of an excused/unexcused absence with your instructor at the first lesson so that you both understand the requirements of the course. Confirm the best way to contact each other.

**In order to receive a PIN# to Register for MUSC-107 you must:**

1. Fill out, sign (electronically is fine), and return the questionnaire on page 5 to [jennifer.allen@trincoll.edu](mailto:jennifer.allen@trincoll.edu) and [pkennedy@trincoll.edu](mailto:pkennedy@trincoll.edu).
2. Attend a Zoom orientation session—see page 1.
3. Select a lessons instructor from the contact list below, pp. 6 and 7. If you have questions regarding any instructor, please contact professor Allen, or the instructor.
4. Contact the instructor directly and schedule 11 weekly lessons.
5. Email the name of your instructor and the day and time of your scheduled lessons to professor Allen.
6. Clarify how your instructor's fee will be paid (if you indicated on your questionnaire that you will pay the instructor directly, this requirement is fulfilled; if you are applying for a Trinity Grant or other financial aid award, indicate this on your questionnaire; your receipt of an award will also fulfill the requirement).
7. Registration may be completed online through **Monday, September 14th**. Professor Allen will send you a PIN if you have fulfilled prerequisites #1-6 above. In addition, the Registrar will permit an extended Add/Drop period for Music 107 registration through **Friday, September 18**. Email professor Allen and ask her to request that you be enrolled. Make sure she has all the necessary information (#1-6 above) to request that you be enrolled in the class.
8. If the total number of credits for the semester including the .50 credit of *MUSC-107 Music Lessons* exceeds 5.75 credits, you will not be able to register with a PIN. You should know, however, that the College excludes *MUSC-107 Music Lessons* (and certain other courses) from tuition surcharge (extra payment) for registering for up to 1.50 credits over 5.75 credits. For further information, please see the section in the *Trinity College Bulletin* under "College Expenses" entitled "Cost of Credits beyond the Standard Course Load." Let the Registrar's Office know you were not able to register. They will let you know how to enroll.

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MUSC-107 Music Lessons Questionnaire— Fall 2020

Please fill out this form and return it to Professor Allen – jennifer.allen@trincoll.edu

Name \_\_\_\_\_ Class Yr \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_ Cellphone \_\_\_\_\_ Email \_\_\_\_\_

I want to take Music Lessons: for 0.5 credit \_\_\_\_\_

I want to take music lessons, but not for credit \_\_\_\_\_

The mode of study I prefer is: In Person \_\_\_\_\_ Remote \_\_\_\_\_

Note: Only a few instructors have permission to teach Lessons in person this year.

I will pay the \$600 instructor’s fee \_\_\_\_\_

I qualify for a Trinity Grant and would like to apply for an award to pay for my instructor’s fee \_\_\_\_\_.

(In order to qualify for a Trinity Grant award to pay for the lessons instructor’s fee, students must take Lessons for credit. We will confirm with the Financial Aid Office that you are an eligible Trinity Grant financial aid recipient.)

I qualify for another type of award that will pay for Music Lessons: \_\_\_\_\_.

If I do not receive an award, I will pay for lessons myself (yes/no) \_\_\_\_\_.

I am a Trinity Grant IDP student and a Music major or minor and want to apply for a Trinity Grant to take MUSC-107 for credit. (yes/no) \_\_\_\_\_

I want to study the following : \_\_\_\_\_  
(Voice or Instrument—please specify particular instrument)

I play or sing at the following level: Beginner \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

The instructor with whom I would like to study is: \_\_\_\_\_  
(The approved list of Music Lessons instructors follows this questionnaire.)

My knowledge of music theory is: Elementary \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

I have earned credit for MUSC-101 Basic Musicianship: Yes \_\_\_\_\_ No \_\_\_\_\_ Semester: \_\_\_\_\_

I am currently enrolled in MUSC-101 Basic Musicianship: Yes \_\_\_\_\_ No \_\_\_\_\_

I plan to contact Professor Jen Allen to discuss a possible waiver of the MUSC-101 prerequisite. \_\_\_\_\_

I previously earned a permanent waiver of the MUSC-101 Basic Musicianship prerequisite (yes/no): \_\_\_\_\_

I have declared or intend to declare Music as a Major /Minor: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Electronic signature is fine)

Your signature above indicates only that you have read, understood, and agree to abide by the requirements and guidelines of the program. Submission of the questionnaire does not constitute registration. Submission of the questionnaire does not oblige you to register for Music Lessons.

Questions? Contact me!

Jen Allen, Music Lessons Faculty Coordinator, Austin Arts Center 119, Jennifer.Allen@trincoll.edu / 860-573-9808

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## Music Lessons Instructors

The following Lessons Instructors have been approved by the Music Department to teach Trinity students for credit. Many instructors' biographies are available on request.

Contact the instructor of your choice directly to schedule lessons and/or ask questions about taking lessons with them. (Please ask professor Allen general any specific program or enrollment questions, not the instructor.)

\*Remember to inform professor Allen of your lessons schedule so that you will be able to register. The time allowed for registration is necessarily limited. Do not wait if you do not hear back promptly from your intended instructor. Contact professor Allen for assistance if you are not able to reach your instructor.

Instructors of instruments not listed here can sometimes be located and approved, if possible, when the need arises. Please contact professor Allen, Faculty Coordinator, for assistance ([jennifer.allen@trincoll.edu](mailto:jennifer.allen@trincoll.edu))

Instrument & Instructor	Phone	Email & Webpage
<b>BANJO, MANDOLIN</b> David Giardina	H: 860-568-1172	<a href="mailto:dave@davegmusic.com">dave@davegmusic.com</a> <a href="http://www.davegmusic.com">www.davegmusic.com</a>
<b>CARILLON</b> Ellen Dickinson	O: 860-297-2126 H: 203-323-0600	<a href="mailto:Ellen.Dickinson@trincoll.edu">Ellen.Dickinson@trincoll.edu</a>
<b>CELLO and VIOLA</b> Marisa Jardim	C: 860-817-1298	<a href="mailto:jardim@hartford.edu">jardim@hartford.edu</a>
<b>CLARINET</b> Atsuko Miyazaki		<a href="mailto:atsuko.miyazaki@gmail.com">atsuko.miyazaki@gmail.com</a> <a href="https://sites/google.com/view/atsukomiyazaki/">https://sites/google.com/view/atsukomiyazaki/</a>
<b>DOUBLE BASS</b> Joe Messina	C: 860-680-2313	<a href="mailto:joe-chris@comcast.net">joe-chris@comcast.net</a>
<b>FLUTE</b> Gonzalo Cortes	H: 860-490-2755	<a href="mailto:gonzflute@yahoo.com">gonzflute@yahoo.com</a> <a href="http://www.gonzalo-cortes.com">www.gonzalo-cortes.com</a>
<b>GUITAR, FINGERSTYLES, FOLK ROCK, ACOUSTIC, and CLASSICAL</b> David Giardina	C: 860-573-0406	<a href="mailto:dave@davegmusic.com">dave@davegmusic.com</a> <a href="http://www.davegmusic.com">www.davegmusic.com</a>
<b>GUITAR AND BASS: JAZZ, ROCK, BLUES, CLASSIC ROCK, RHYTHM AND BLUES, and COUNTRY</b> David Stoltz	C: 860-794-9195 H: 860-232-3582	<a href="mailto:davidstoltz@msn.com">davidstoltz@msn.com</a>
<b>HARPSICHORD</b> Nancy Curran	H: 860-521-7866 O: 860-297-2354	<a href="mailto:nancy.curran@trincoll.edu">nancy.curran@trincoll.edu</a>

**ORGAN**

Christopher Houlihan C: 860-748-3395 [christopher.houlihan@trincoll.edu](mailto:christopher.houlihan@trincoll.edu)  
 O: 860-297-2014 [www.christopherhoulihan.com](http://www.christopherhoulihan.com)

**PERCUSSION**

Gene Bozzi H: 860-432-8145 [gbozzi@crec.org](mailto:gbozzi@crec.org)  
 C: 860-794-9241

(Also Latin & Jazz Percussion. Studio at Greater Hartford Academy of the Arts, 15 Vernon St.)

**PIANO, CLASSICAL**

Nancy Curran H: 860-521-7866 [nancy.curran@trincoll.edu](mailto:nancy.curran@trincoll.edu)  
 O: 860-297-2354

Paul Bisaccia C: 860-522-1799 [bispiano@gmail.com](mailto:bispiano@gmail.com)  
[www.pianowithpaul.com](http://www.pianowithpaul.com)

**PIANO, JAZZ**

Jen Allen C: 860-573-9808 [jennifer.allen@trincoll.edu](mailto:jennifer.allen@trincoll.edu)

Walter Gwardyak H: 860-243-9964 [nejazz@comcast.net](mailto:nejazz@comcast.net)  
 C: 860-463-7275 [www.waltergwardyak.com](http://www.waltergwardyak.com)

**SAXOPHONE**

Kris Allen C: 860-559-4151 [krisallenjazz@gmail.com](mailto:krisallenjazz@gmail.com)  
[www.krisallenjazz.com](http://www.krisallenjazz.com)

**TRUMPET**

Ray Gonzalez O: 860-0524-1180 [RayGonzalezmusic@gmail.com](mailto:RayGonzalezmusic@gmail.com)  
 C: 860-836-2029

**TRUMPET, Latin, Jazz, & Salsa**

Ray Gonzalez O: 860-0524-1180 [RayGonzalezmusic@gmail.com](mailto:RayGonzalezmusic@gmail.com)  
 C: 860-836-2029

**VIOLIN and VIOLA**

Jaroslav Lis C: 860-270-9629 [jlisvln@gmail.com](mailto:jlisvln@gmail.com)  
<http://harttweb.hartford.edu/community/about/faculty/strings/jlis.aspx>  
<http://www.hartfordsymphony.org/about/musicians/orchestra/jaroslav-lis-assistant-principal-second-violin-personnel-manager/>

**VOICE**

Teresa Eickel C: 860-680-2569 [Teresa.Eickel@gmail.com](mailto:Teresa.Eickel@gmail.com)  
[www.teresaeickel.com](http://www.teresaeickel.com)

Mary Fox H: 860-563-0377 [\\*mmaryfox@aol.com](mailto:*mmaryfox@aol.com)

\*Email is Mary's preferred method of communicating

**WIND INSTRUMENTS OF THE ANDES**

Gonzalo Cortes H: (860) 490-2755 [gonzalo@gonzalo-cortes.com](mailto:gonzalo@gonzalo-cortes.com)  
[www.gonzalo-cortes.com](http://www.gonzalo-cortes.com)

**Austin Arts Center and Gruss Music Center Facilities**

Practice rooms are located in the Music Department on the lower level of Austin Arts Center and in the adjoining Gruss Music Center. Policies regarding the use of these rooms for practice will be announced by the Department of Music as soon as possible.

Lockers are available on a limited basis and are located on the lower level of the Austin Arts Center. Assignment of lockers to students taking music performance courses will be given priority. Please contact Pat Kennedy (pkennedy@trincoll.edu) for more information and availability.

**\*\*Important Calendar Dates\*\***

See the online 2020-2021 Academic Calendar at:

<https://www.trincoll.edu/Academics/registrar/Pages/AcademicCalendar.aspx>

**Mon, Sept 7, 2020** **Memorial Day** First day of classes

**Tues. Sept. 8<sup>th</sup> – 6-6:45pm** Students must attend one of the two scheduled orientation sessions. Via Zoom. Email professor Jen Allen (Jennifer.allen@trincoll.edu) for Zoom invite.

**Thurs. Sept. 10<sup>th</sup> – 12:15-1**

**Thurs Sept 10** **Initial deadline for eligible students to apply for a Trinity Grant** (financial aid) for Lessons. This award pays the \$600 instructor's fee. Application consists of returning the questionnaire in the students' "Questionnaire and Guidelines" to Jen Allen with the question checked that refers to Trinity Grant status. (Eligibility of all applicants to the apply for the Trinity Grant program for Music Lessons will be verified by the Financial Aid Office.) **Applications for financial aid will continue to be accepted depending on the availability of awards and the deadline for registration.**

**Mon, Sept 14** Regular Add/Drop Period ends: **Last day to register for Music Lessons with a PIN number; Trinity Grant award notification emails will be sent if possible.**

**Friday, Sept 18** **Extended Add/Drop deadline for Music Lessons registration.**

**Friday, Sept 18** Instrumentalists and vocalists **working on repertoire that is meant to be performed with piano accompaniment must call or email Christine Melson, Staff Accompanist, ([Christine.Melson@trincoll.edu](mailto:Christine.Melson@trincoll.edu)/860-297-2285), to work together on the student's music with accompaniment.**

**Fri. Oct. 23** **Final day to withdraw from Fall 2020 courses, including MUSC-107 Music Lessons.**

**Fri. Oct. 23** **Mid-term.** Approximately half of the required 11 lessons should be completed. If you have not completed 5 or 6 lessons you should discuss with your instructor how to complete the required number of lessons by the last day of classes when grades will be due.

**Mon. Oct. 26th** Any student, **without exception**, who intends to perform in the end-of-semester **Common Hour Lessons Program Concert, which will be a virtual concert, date TBD, must send Jen Allen a video by October 26th to make sure that we have a well-rounded concert and for feedback regarding performing.**

**Thurs. Nov. 20** **Thanksgiving Break** begins after last class.

**Mon, Nov. 30** Classes resume--all classes will be resumed remotely.



**TBD**                      **Lessons Program Recital.** Online concert. Attendance of for-credit students is mandatory.

**Fri. Dec. 11**              Last day of classes.

\* \* \* \* \*

### ADDITIONAL INFORMATION

#### **Registrar's Office Deadline for Dropping MUSC 107: Friday, October 23**

Students who wish to withdraw from *MUSC-107 Music Lessons* (or any class in which they are enrolled) after this deadline may only do so with permission of the Academic Affairs Committee. Students must petition the Committee for a Late Withdrawal. **These petitions are** typically granted only if there is a compelling reason. If permitted, the student's permanent record will indicate a "W" (withdrawal). To discuss Late Withdrawal, contact the Dean of Students Office. Contact the Registrar's Office for forms and instructions on how to petition the Academic Affairs Committee for a Late Withdrawal (forms and instructions are on the Registrar's Office website).

### MORE INFORMATION FOR TRINITY GRANT RECIPIENTS

#### **Accepting Your Award**

1. If you receive an email notifying you that you have been awarded a Trinity Grant for Music Lessons, a PIN# to register for MUSC-107 Music Lessons will be included if you have fulfilled all requirements on page 4. You are required to respond via e-mail acknowledging your acceptance of the award, agreeing to enroll for credit, and declaring your intention to successfully complete *MUSC-107 Music Lessons*.
2. In order for your instructor to be paid by the Trinity Grant, you will receive a Financial Aid Verification Form. You must fill this out promptly and return it with your electronic signature to Pat Kennedy at: [pkennedy@trincoll.edu](mailto:pkennedy@trincoll.edu).
3. If you are already registered for 5.75 credits, or if the regular Add/Drop deadline has passed, Jen Allen or Pat Kennedy will request that you be enrolled. Make sure that Jen has all the information required.

#### **Before Taking Your First Lesson**

If you depend on receiving a Trinity Grant to pay your instructor's fee, **do not begin lessons until you have received notification that you have been awarded a grant.** You will be responsible for paying for any lessons you take if you do not receive an award (\$55 per lesson / \$600 for 11 lessons).

### Trinity Grant Recipients--Failing or Dropping MUSC-107 Music Lessons

1. If a Trinity Grant recipient receives a **failing grade (F)** for MUSC-107, **the grant will not be awarded.** The student may either pay the instructor the full \$600 directly, or the College will pay the instructor and bill the student's Trinity account.
2. Any student who is taking the *MUSC-101 Basic Musicianship* prerequisite concurrently with MUSC-107 who fails MUSC-101, **also automatically fails MUSC-107 and, in such a case, the Trinity Grant will not be awarded. The student will be responsible for paying the instructor's fee.** The same options for payment of the instructor are available as described above in #1.
3. If a Trinity Grant recipient **drops** MUSC-107 up to and including **Friday, October 23** (the Registrar's Office deadline for withdrawal from Fall 2019 semester courses) the Trinity Grant for Music Lessons will not be awarded, and the student will be **personally responsible** for paying the instructor \$55 for each of any lessons already taken.
4. If a Trinity Grant recipient **drops** MUSC 107 after **Friday, October 23**, the student's Trinity Grant will not be awarded, and the student will be responsible for paying the instructor the full \$600 directly, or the College will pay the instructor and bill the student's account.