UCLA Herb Alpert School of Music

Music Partnership Program

HANDBOOK

2019 – 2020

UCLA Music Partnership Program Handbook

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General Information

Introduction

Since its introduction in 1995, the Music Partnership Program (MPP) has sent UCLA music students into some of Los Angeles' most under-served inner-city communities to provide music training and mentorship to students at elementary, middle, and high schools. Originally formed to provide individualized music lessons to talented youths, the Program is rapidly developing into a holistic academic enrichment program with the arts at its core.

The Music Partnership Program at the Herb Alpert School of Music offers instruction in strings, woodwinds, brass, percussion, voice, and keyboard, as well as music production training, small ensemble coaching, and academic mentoring at the elementary, middle, and high school levels. Participants at every level also receive various cultural enrichment opportunities. The program currently partners with the Boys & Girls Club of Hollywood and the Boys & Girls Club of Santa Monica, at John Adams Middle School.

The Program has a deep and lasting effect on the lives of all involved. Participating students not only receive one-on-one music instruction but also gain a continuing relationship with a role model and mentor. Similarly, the student teachers often find participation in the Program to be a transforming experience both musically and personally. As such, the UCLA Music Partnership Program at the Herb Alpert School of Music is a powerful testament to the importance of arts outreach and has developed into an exemplary model of collaboration between a university and its community.

Mission Statement

While the primary purpose of the UCLA Herb Alpert School of Music is to develop and nurture artistic excellence, the Department also recognizes the importance of developing community outreach as an integral part of the educational process. The mission of the UCLA Music Partnership Program, therefore, is twofold: to provide quality music education in under-served areas and to enhance the education of Department of Music students. In light of this, the Music Partnership Program seeks specifically to:

- Promote opportunities for musical training for those who might not otherwise have access to individualized performance arts instruction.

- Provide training and experience in public service and educational outreach to the most accomplished students in the Department of Music, as well as promote artistic growth through interaction with the community.

- Develop a comprehensive curriculum that seeks to assist in the development of the next generation of musicians and to cultivate new advocates for the arts in our communities.

Sexual Harassment Policy

The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms including sexual harassment, exploitation, or intimidation.

Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior that violates this policy. The University encourages students who believe that they may have been subjected to sexual misconduct or sexual harassment by University faculty, employees, vendors, or guests to report it immediately to:

Mohammed Cato
Title IX Coordinator
(310) 206-3417
mcato@equity.ucla.edu

Policies

Workshop

All incoming Music Partnership instructors must attend a teaching workshop during the fall quarter. The class is designed to equip students with the necessary skills and materials to become effective music teachers. Satisfactory completion of this workshop is required in order to participate in the program.

All Music Partnership instructors must attend a program orientation meeting, which will take place in early fall quarter. The orientation meeting is necessary for reviewing the program's rules and policies. Questions pertaining to paperwork, site assignment, and schedules will also be discussed during the meeting.

Music Partnership Site Directors

The Music Partnership Program is managed through the Music Outreach Office, and is supervised by the School of Music Outreach Programs Manager. Additionally, each MPP site is staffed with a Site Music Director who is responsible for the day-to-day organization and operation of the Music Partnership Program at their respective sites. The Site Directors will also facilitate communication with Music Partnership Instructors, students, administrators at the partnership sites, and School of Music faculty and staff.

Professional Conduct

Music Partnership Program teaching assignments are in every way professional engagements. While teaching at Music Partnership sites, each teacher represents not only him or herself, but also the UCLA Herb Alpert School of Music, and the entire UC system. It is assumed that all Music Partnership teachers will adhere to the highest standards of professionalism and will treat teaching duties with the same degree of commitment as any other professional engagement.

Eligibility

It is the intent of the Herb Alpert School of Music to extend this scholarship opportunity to students majoring in any School of Music program. Any student in the Herb Alpert School of Music in good standing with an interest in teaching and community outreach is eligible to apply for a Music Partnership teaching position. Teachers must be available to participate for the entire academic year. Teachers should also be able to keep an open and flexible schedule until their site assignment and teaching hours are finalized. Priority will be given to returning Teachers.

Music Partnership Instructors must provide proof of a negative tuberculin test that was administered at the beginning of Fall Quarter 2019.

Music Partnership Instructors must also undergo a national criminal background check prior to teaching at the assigned sites.

The Music Partnership Instructors must submit the following before beginning his or her fellowship: (a) signed waiver of liability assumption of risk and indemnity agreement, (b) personal information form provided by the Music Outreach Office, (c) copy of his or her driver license and car insurance information if he or she intends to drive, (d) pass the Tuberculosis (TB) test, (e) complete a back ground check with the UCLA Police Department, (f) submit a headshot and a typed biography of 100-150 words (including his or her major educational background and most recent achievements), (g) submit quarterly self-assessment reports.

Dress Code

As representatives of UCLA, we want to make the best possible mark wherever we go, especially when working with impressionable young people. Therefore, keep in mind that while guests on these campuses, we are also professional teachers and must act and dress appropriately. In general, attire should be neat and conservative and both your dress and actions should be in line with that of the school staff. Specifically, neither baseball caps, T-shirts with print, nor shorts should be worn. Female teachers should also restrain from wearing skirts that fall above the knee and low-cut tops. Additionally, most sites will require teachers to wear flat shoes with closed toe for safety. Flip-flops must never be worn at teaching sites. If in doubt, check with the music outreach office and consult with your direct supervisor at the site about the specific regulations.

Teaching Concerns

The Music Partnership Program is primarily concerned with teaching and reinforcing the fundamentals of music and helping students master the basic skills of their instrument. You will be given teaching directives during the course of the Workshop and will be expected to follow those guidelines in your preparation and teaching.

Music Partnership Instructors will be required to establish and maintain a **Lesson Schedule** in conjunction with the on-site administrator and the Coordinator. This schedule will be posted at the site and any changes should be reported to the Coordinator immediately. You will also be asked to keep records of all lessons taught through Weekly Lesson Reports, which will track students' attendance, assigned work, and progress. You will keep these reports for your own records but may also be asked to submit photocopies. The Weekly Lesson Reports will help you complete mandatory quarterly self-assessment reports. You will receive specific guidelines for submitting self-assessment reports from the Coordinator at the end of each quarter.

If for any reason a Music Partnership Instructor **must be late or cannot make a scheduled lesson, the MPP Site Director should be contacted immediately**. Any rescheduling or exception must be approved by the MPP Site Director in advance.

Transportation

Music Partnership Teachers are responsible for making their own arrangements for transportation to and from the Music Partnership Site. No reimbursements will be made for travel expenses. Carpooling is often available and is always encouraged. It can be coordinated through the Music Outreach Office. Should any problems arise regarding transportation, contact the Coordinator.

Music Partnership Instructors work primarily in the inner-city Los Angeles area. As with any place in a large city, care should be taken to make sure that cars are locked, and that valuables left inside are not in plain view. Music Partnership Instructors will be assigned to an enclosed parking lot at each site.

Payment

Music Partnership Instructors will receive an award of $3,000.00 for the academic year. This amount will be divided into three installments to be awarded during the fall, winter, and spring quarters through the teachers' UCLA Bruin Bill account. As an Instructor, you are required to complete a total of ninety (90) teaching service hours during the 2019–2020 Academic Year, providing music lessons to your assigned community partnership site. As outlined in the Music Partnership Fellows Award Contract, failure to adhere to any of the eligibility requirements will result in the reduction of the total award and possible dismissal from the program.

If you are receiving any need-based financial aid from the University, you must meet with a financial aid counselor in the Financial Aid Office (Murphy Hall A129) to make any necessary revisions to your financial aid package. Any issues regarding your financial aid package that might affect your receiving of this award must be resolved prior to your initial visit to your assigned community partnership site, or the offer will be revoked.

Other Concerns

Any other questions, problems, or concerns should be brought to the attention of the School of Music Outreach Programs Manager and / or the MPP Site Directors. In general, you should strive to keep good lines of communication open between yourself and site administration in an effort to solve potential problems before they require intervention from MPP staff. However, the Music Outreach Programs Manager will be more than willing to help with any issues that you feel requires our attention. Specifically, any problems that may occur with a particular student, or with the teaching situation in general, should be brought to the attention of the Music Outreach Programs Manager as soon as possible.

The MPP Site Directors will be happy to help resolve issues such as lesson schedules, teaching space, poor student attendance, etc. If the problem continues or cannot be dealt with by the MPP Site Directors, the Music Outreach Programs Manager should be contacted immediately.

The Music Partnership Program is a powerful testament to the importance of arts outreach and has developed into an exemplary model of collaboration between a university and its community. We are confident that 2019-2020 will be a great year for the Music Partnership Program and that you will find your experience both enjoyable and rewarding.

Appendix

Outreach Programs Manager

Martin Hundley
(310) 825-8628
MusicPartnership@schoolofmusic.ucla.edu

UCLA School of Music Main Office
445 Charles E. Young Drive East
Los Angeles, CA 90045
(310) 825-4761

Music Partnership Sites

Boys & Girls Club of Hollywood
850 N. Cahuenga Blvd.
Los Angeles, CA 90038
(323) 467-2007
music@bgchollywood.com

Boys & Girls Club of Santa Monica,
John Adams Middle School location
2441 16th St. Santa Monica, CA 90405
(310) 496-8800

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