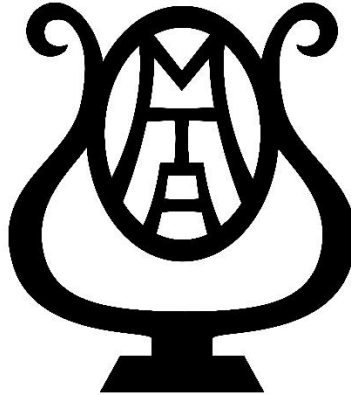


Oregon Music Teachers Association



Timeline & Instructions for OMTA Syllabus District Chairs

Table of Contents

1. Table of Contents
2. Looking Ahead to the Year
3. Before the Registration Deadline
4. Scheduling Syllabus
5. Printing Packets
6. After Syllabus

Looking Ahead to the Year

April/May: Renew MTNA dues to access the OMTA website log-in.

Summer: Attend District Chairs Meeting at the state conference.

Early August:

- Contact the State Syllabus Chair to request Chairperson level access for the OMTA website (if you don't already have it).
- Email the OMTA office to ask for the number of Syllabus certificate blanks that you anticipate needing this year (number of student participants from last year) minus the certificates already in your file. Allow two weeks for processing/mail. (PDX/Hillsboro Area districts do not need to request certificates.)

August/January: You will receive your list of assigned adjudicators from the Syllabus Scheduling Chair, Cindy Peterson-Peart.

Contact your adjudicators immediately to confirm:

- Availability (dates)
- Scheduling preferences (long/short days)
- Lunch length 30/45/60 minutes)
- One district chair suggests creating an at-a-glance table of adjudicators with their names at the left and three columns at the top for days of availability, time for lunch, and special information (long/short day, etc).

District Meetings: Announce dates and deadlines at every meeting, and the need for host studios. If someone needs help registering students, connect them with a mentor member. Remind colleagues to read the introduction to the Syllabus manual at the beginning of every year.

OMTA website: <https://oregonmta.org/programs/syllabus/>

Before the Registration Deadline

8 weeks out: Set up your Syllabus event in Regista on the OMTA website (see separate instructions for this).

- Allow 3-4 weeks for registrations before the deadline.
- The deadline should be four weeks before the first day of Syllabus (usually Friday just before midnight).
- Ask district president/membership chair to email the district when registration is open.

Send a reminder email 4-5 days before the deadline with relevant information including:

- Register ALL students before paying. Once you pay, no changes can be made.
- Remember to pay before the deadline. Unpaid registrations will be deleted after the deadline (as a chair, you can see who hasn't paid yet, so a helpful reminder 2-3 days ahead can save a forgetful colleague).
- Finish the registration and payment process early to avoid last-minute problems like internet outages. I recommend at least one day ahead of the deadline, so Thursday.
- No more checks!

Answer questions from district members about Syllabus (see last page).

Repertoire Check: You are the first line of information for teachers choosing repertoire for their students. Encourage everyone to read the intro to the Syllabus manual every year for clarity on the repertoire rules, and to address questions to the Repertoire Committee (email links on the OMTA website Syllabus page).

1. Easy check: Make sure that composers are listed in the correct era, compare to repertoire list, Magrath's book, or an online search such as Wikipedia.
2. In-depth check: If you have time, check that the pieces match the level of the Evaluation/Demonstration. One piece may be one level lower.
3. When questions arise, notify the teacher and connect them with a Syllabus Repertoire Committee member. Ask to be cc-ed on the response.
4. New teachers to the Syllabus program will need lots of support.

Scheduling Syllabus

On your calendar, set aside a day to create the schedules, immediately after the deadline.

- See Regista instructions to set up schedules/host studio locations.
- Syllabus Schedules: the day typically runs from 9 AM to 5 or 5:30 PM.
- Set 9 AM as your starting time unless you're scheduling a short day with unusual starting times. This can be adjusted throughout the scheduling process as needed.
- Host Studios: Look to see who has offered their studio for hosting and schedule their students first. You may choose to start with the largest host studio, first.
- Adding Students: Pay attention to students with special circumstances, some chairs schedule these first, some do this last.
- Teacher Conferences: All teachers are required to attend at least one conference per Syllabus season. If a teacher has more than six students, we recommend they sign up for multiple conferences. If the teacher has multiple days, try to schedule a conference on each of the days. If it's just one day with two conferences, it's helpful to schedule one right before/after lunch, and one at the end of the last student for that teacher.
- Breaks: Breaks are required for each half-day of Syllabus. One 15-minute break mid-morning, and one 15-minute break in the afternoon are mandatory. If the day is a long one (if the adjudicator has okayed a long day), then two breaks are recommended for the afternoon.
- Lunch: Schedule the 30/45/60-minute lunch according to the adjudicator's preference for that day. Lunch can be skipped if it's a short day that ends at 1 PM. Or if it ends at 2 PM, you can work out with the adjudicator if they would like a second break or a short lunch for that day.

Notify adjudicators first when schedules are ready: "Dear Adjudicators, the schedule is ready for (date). Please respond within two days if you would like any changes."

After any adjudicator adjustments, notify teachers that schedules are ready: "Dear Colleagues, the Syllabus schedule is ready. Please notify your students of their time. No changes after (date) (no more than two days)."

Printing Packets

2-3 weeks before Syllabus start date: Print and mail packets to host studios (see Regista instructions).

- Print the Grand Total Sheet for your after-Syllabus report. PDX and Hillsboro Area districts, send a copy of the Grand Total Sheet to your district treasurer so they can sort out the per-student district fees.
- PDX and Hillsboro Area Districts: email the state office that your schedules are ready for printing and mailing. Type "Syllabus Packets Ready (your district and area)" in the subject line. Send to office@oregonmta.org.

All other districts: The Syllabus chair prints, collates, and mails the packets (the district should reimburse the costs of printing and mailing).

- Download the following files to a portable flash drive to take to a copy center, or download and email to a copy center: Host Studio Packets, Certificates, and mailing labels. The certificates are printed separately on the blank certificates that you requested from the OMTA office. Do a test print first with one certificate only.
- Mailing Labels: If you have a large district with many host studios, you may wish to print the mailing labels with the rest of the print job. Use standard Avery peel-and-stick labels (1" x 2 ⁵/₈"). You may also print labels with the OMTA Office address for the grade sheets.

Collating Packets: make sure each packet includes:

- OMTA Sign with logo
- Instructions for Host Studio
- The Schedule for the day
- All student Evaluation forms
- All student Certificates
- The Grade Sheet for adjudicators
- A stamped envelope addressed to the OMTA State Office for the Grade Sheet
 - PO Box 5335, Portland, OR 97228

Mail packets at least two weeks before the first date of Syllabus exams. Ask host studios to confirm receipt of the packet. Reprint two days ahead if lost in the mail.

After Syllabus

Prepare your report.

- Consult the Grand Total Sheet for numbers.
- Note which teachers entered students.
- Note any difficulties and solutions that occurred.
- Send your report to your district president and to the State Syllabus Chair, Barbara Roberts robertsfm6@gmail.com.

Remind teachers to send in their Adjudicator Evaluation Report (they receive this link directly from the adjudicator).

Make notes to keep for next year.

Additional Points

You are the district's first point of contact for all things Syllabus. Their questions should be first directed to you.

- Most questions are already answered in the Intro to the current OMTA Syllabus Manual. Encourage all members to read this each fall.
- Most other questions have answers available on the OMTA state website, click on "Programs for Students" and then on "Syllabus" to access dates, documents, and other features: <https://oregonmta.org/programs/syllabus/>
- The OMTA Marketplace: Colleagues may purchase bound copies of the current Syllabus manual, repertoire lists, and the *Super Scales à la Syllabus* books.
- If you're not sure of the answer, contact the State Syllabus Chair.
- Repertoire Questions: Contact a member of the Repertoire committee with specific questions; these members are listed on the Syllabus page.
- OMTA Login Questions: Contact Cherise Da Cunha cherisedacunha@gmail.com Also, the OMTA website has a [FAQ section](#) that addresses these questions with step-by-step instructions.
- Thank you for all the work you do for OMTA to keep this vital program running smoothly!