



Oregon Music Teachers Association

Syllabus Instructions for Teachers

General (all districts, except Portland)

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

SYLLABUS REGISTRATION REQUIREMENTS FOR TEACHERS

1. Syllabus Registration Form
2. Student Entry Blank
3. Teacher Conference Form
4. **ONE** Check for all Exams, Conferences, and Registration Fees
5. Photocopy of current MTNA membership card, or membership confirmation email sent from MTNA
6. Self-addressed and **STAMPED** envelope (required only if you do not have e-mail)
7. Adjudicator Evaluation Form

1. Registration Form

- Complete and print as many as necessary to include all information.
- For scheduling purposes, determine two periods of time when all of your students are available and enter **BOTH** your choices.
- Please communicate directly with your chairman if you have more than 7 hours total of adjudication (this may change how the registration forms are filled out).
- Once the schedules are typed there can be no changes. Please don't ask! **THERE ARE NO MAKE-UPS OR REFUNDS.**
- List all student names in performance order & include teacher conference.
- Carefully check times and fees (to see that the program handled it properly.)
- You are required to attend your students' exams and to monitor the behavior of your students and families while they wait to be evaluated. If you are unable to monitor yourself, you must assign a monitor to take care of these responsibilities and inform your district chair and host studio before the date of the evaluations.
- Students' music should be **open & in order** (with measures numbered, especially for Upper Division.)
- Introduce the student to the adjudicator at the beginning of each exam.

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!** (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, with measures numbered. Other legal sources will be considered as technology advances.

3. **Teacher Conference Form**

- Beginning in June 2004, all teachers are required to schedule at least a 15-minute conference in both 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.

4. **Check**

- Make **ONE CHECK** for all fees, payable to OMTA (your district). **NO CASH!**

5. **Current MTNA Membership Card**

- A copy of your current MTNA membership is required each season you enter students into Syllabus. If you renewed your membership online, a copy of the email confirming renewed membership will be sufficient.

6. **Self-Addressed STAMPED Envelope** (only if you don't provide an e-mail address)

- Your syllabus schedule will be e-mailed to you. If you do not have e-mail, then put your own address and a **STAMP** on the envelope, and include it with all other materials above. Your syllabus schedule will be mailed to you in this envelope.

7. **Adjudicator Evaluation Form**

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

GENERAL CONSIDERATIONS

- 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 and assistance!