Welcome to the University of Michigan String Preparatory Academy! Our Academy has only been in existence for five years, but our students have already performed as soloists with important orchestras, won major national and international competitions, appeared in concert in major venues, and been accepted into major festivals such as the Aspen Music Festival and into music schools such as the Colburn School in Los Angeles and the Curtis Institute in Philadelphia.

We believe that our faculty and curriculum are demanding, kind and effective. We hope you will enjoy working with our excellent teachers and guest artists in 2018-19.

Go Blue!

Stephen Shipps
Professor of Violin
Faculty Director, String Preparatory Academy
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PROGRAM OVERVIEW

The Youth and Adult Programs office is part of the SMTD Engagement & Outreach, and administers the String Preparatory Academy (SPA). Our goal is to support students and faculty in their artistic pursuits through coordination and management program and business operations. This handbook outlines the SPA program policies for students and parents. All students and parents are required to adhere to all policies in order to participate in the String Preparatory Academy.

SMTD Engagement & Outreach Staff
Sarah J. Rau, Engagement & Outreach Director
Emily Lamoreaux, Youth & Adult Program Manager
Robin Myrick, Outreach Manager
Brittany Nicol, Engagement & Outreach Program Assistant
Gala Flagello, String Preparatory Academy Student Assistant

Youth & Adult Programs Office
2005 Baits Drive
Stearns Building Rm 103
Ann Arbor, MI 48109-2085
734-936-2660
smtd-youthandadult@umich.edu
smtd.umich.edu/stringacademy
STRING PREPARATORY ACADEMY PRIVATE LESSON INSTRUCTORS

VIOLIN
Stephen Shipps, Professor of Violin, University of Michigan
Danielle Belen, Associate Professor of Violin, University of Michigan
Mallory Tabb, SPA Jr. Division Coordinator
Sumni Chang
Janet Lyu
Kristina Zlatareva

ROOTS MUSIC IMPROVISATION
Brad Phillips
Grant Flick

VIOLA
Caroline Coade, Clinical Assistant Professor of Viola, University of Michigan
Gwendolyn Matias-Ryan

CELLO
Caroline Kim
Pia Eva Greiner-Davis, SPA Cello Division Coordinator
2018 – 2019 STRING PREPARATORY ACADEMY CALENDAR

**August 10**  
Priority online application deadline

**August 24**  
Studio Placement Notification email date

**September 3**  
Fall Semester begins

**October 13**  
1PM-Rm 1370 Cello Group Class  
2:30PM - Watkins Lecture Hall -  
Cello Masterclass - Pia Eva Greiner-Davis

**October 14**  
2:30PM- Rm 1370 Violin Group Class  
4:00PM - Watkins Lecture Hall -  
Violin Masterclass - David Halen

**November 10**  
1PM-Rm 1370 Cello Group Class  
2:30PM - Watkins Lecture Hall -  
Cello Masterclass - Richard Aaron

**November 11**  
2:30PM- Rm 1370 Violin Group Class  
4:00PM - Watkins Lecture Hall -  
Violin Masterclass - Danielle Belen

**December 8**  
OPEN Dress Rehearsal for Recital

**December 15**  
SPA Recital 12PM-7PM Britton Recital Hall

**December 16**  
SPA Recital 12PM-7PM Britton Recital Hall

**December 16**  
Last day of scheduled classes for the Fall Semester

**December 17 - 23**  
Make-Up Days for the Fall Semester

**December 24, 2018 – January 4, 2019**  
Winter Break (Office closed, no classes)
January 7  | Winter Semester classes begin
February 9 | 1PM-Rm 1370 Cello Group Class  
           | 2:30PM - Watkins Lecture Hall -  
           |   Cello Masterclass - Anthony Elliott
February 10| 2:30PM- Rm 1370 Violin Group Class  
           | 4:00PM - Watkins Lecture Hall -  
           |   Violin Masterclass - TBD
March 2-9  | Spring Break for University (no classes)
March 16  | 1PM-Rm 1370 Cello Group Class  
           | 2:30PM - Watkins Lecture Hall -  
           |   Cello Masterclass - Wei Yu
March 17  | 2:30PM- Rm 1370 Violin Group Class  
           | 4:30PM - Watkins Lecture Hall - TBD  
           |   Violin Masterclass - Stephen Shipps
April 13  | OPEN Dress Rehearsal for Recital
April 19  | Tuition Due in Full
April 27  | SPA Recital 12PM-7PM Britton Recital Hall
April 28  | SPA Recital 12PM-7PM Britton Recital Hall
April 28  | Last day of scheduled classes for the Winter Semester
April 29 – May 5 | Make-Up Week for the Winter Semester

*Group classes are mandatory for all those in 6th grade and under.  
**Masterclasses are mandatory for all those in 7th grade and higher. Those in 6th grade and under are strongly encouraged to attend.

All other events are required for all to attend.
ATTENDANCE & EXPECTATIONS

LESSON ATTENDANCE
Attendance at all lessons is required. Students should notify their teacher(s) of absences by contacting them directly at least 24 hours in advance. Lessons are open - which means faculty/students may observe with teacher approval.

Parents are welcome, and sometimes encouraged, to attend. Students are expected to arrive to lessons on time. Instructors are required to wait 15 minutes for a tardy student – after this they may leave. If a student is less than fifteen minutes late, the remaining time will be given, but the lesson will not be extended.

Parents are welcome to sit in and watch lessons, but attendance is not required unless requested by an instructor or staff member. Parents should decide whether or not to attend lessons based on how your presence will affect your child. Many students will progress much more quickly when parents do not attend lessons. This is part of the student’s maturation process and is to be encouraged.

Should you choose to observe your child’s lesson, here are some things to consider:

- Watch only. We ask that you not break the focus by asking questions or by prompting your child. Remember that your child will learn best if she/he is the sole focus of the lesson. You may want to write down any questions and save them until the end of the lesson.
- Resist the urge to give your child an answer or attempt to help them during the lesson. Interjections may disrupt your child’s thought process and be more distracting than helpful. The instructor will prompt answers as needed from the student.
- Trust your instructor. All instructors are willing to explain their methods and practices. If you have questions, please ask the instructor without your child present.
- Your goal in watching should be to pick up on ways to help your child at home. You will not be able to learn all the skills your child is learning. The instructor’s focus is to teach your child, and by observing you may be able to help your child remember what the instructor said.
LESSON MATERIALS
Parents are asked to follow-through with the purchasing of supplies that may be required such as music, resin, notebooks, pencils, etc., as recommended by instructors.

MAKE-UP LESSONS
SPA Instructors are not required to make up lessons due to student absence and/or tardiness - even if they are notified in advance. Habitual absences and/or tardiness may result in the student being placed on probation, and may limit a student's participation in an upcoming recital or masterclass. If an instructor misses a lesson it will often be made up during the scheduled make-up week at the conclusion of each semester. Instructors may also arrange a mutually agreeable time outside the scheduled make-up lesson week. All make-up lessons are scheduled, or not, at the discretion of the instructor. All tuition is non-refundable.

PRACTICE EXPECTATIONS
Students in the U-M String Preparatory Academy are expected to practice regularly, arrive to lessons on time, and be prepared. Please speak with your instructor regarding an appropriate amount of practice time each week and proper practice techniques.

Note: Students demonstrating inadequate preparation, lack of motivation, poor attendance, or lack of practice may be placed on probation. If a student on probation fails to show significant improvement the student may be removed from the program.

WITHDRAWAL
Students wishing to withdraw must submit a written request to the Youth & Adult Program Manager. The date of withdrawal will be the date on which the Program Manager is notified in writing. Verbal notice or requests from students or parents will not be accepted. Tuition for lessons already given are non-refundable.

DISMISSAL
The U-M String Preparatory Academy reserves the right to dismiss any student without being placed on probation due to lack of interest or progress, frequent absences, frequent tardiness, behavioral problems, delinquency in payment of fees, and/or failure to abide by SPA policies.
TUITION
SPA offers several payment options to pay for tuition and fees. Tuition must be paid in advance of lessons and is due in full by April 19, 2019. Payment may be made in a lump sum, or in monthly installments. Credit card (VISA, MasterCard), check and money orders are acceptable forms of payment. Cash payments are not accepted. Please make checks payable to the University of Michigan. Tuition for lessons is based on instructor type and lesson length and includes the full compliment of the SPA curriculum. All tuition is non-refundable.

SPA MONTHLY PAYMENT PLAN
To help you better manage tuition expenses, we offer a monthly tuition plan to SPA families. This monthly payment plan allows you to spread the SPA tuition over eight monthly installments, paid over the course of the school year (September – April). You may choose this payment plan option at the time of your registration. Once you enroll in the monthly payment plan, SPA will bill you for monthly payments as they come due, prior to the due date which is on the first of every month. We are not able to have payments automatically deducted from your checking or statement savings account.

Note: The U-M School of Music, Theatre & Dance will adjust the amount due if changes are made to instructor type or lesson length at any time during the program. We also reserve the right to adjust a student’s amount due to insure the plan amount covers the total charges owed. If payment is not made in accordance with the payment schedule, U-M may remove the student from the program, and, if reinstated, a $25 fee will be assessed.

If a check is returned due to non-sufficient funds or a credit card is declined your SPA account will become delinquent and a $30 returned check/declined credit card fee will be placed on your SPA account. The student may be unable to participate in current lessons, classes, or recitals and the family will be prevented from registering for future lessons until account is reconciled.
TEACHER CHANGES
The String Preparatory Academy at the University of Michigan School of Music, Theatre & Dance is designed to provide the highest quality of string training to pre-college musicians for students in elementary school through high school. All String Preparatory Academy students receive instruction by renowned U-M string faculty and/or guest instructors. Students are placed with a teacher each year at the discretion of the Faculty Director. We encourage our teachers to communicate openly and honestly with parents and students.

If problems do arise and communicating with your child’s teacher has not seen positive results, contact the Youth & Adult Programs office to discuss possible solutions. Every attempt to resolve an issue without changing teachers will be made. Note: A request for a change in teacher is taken very seriously, but may not always be possible. Many of our faculty members and instructors have full teaching studios and cannot accept additional students.

PERFORMANCE OPPORTUNITIES
Performance is a central part of the SPA education. Each year, the SPA instructors curate a series of recitals, concerts and masterclasses that provide the students the opportunity to develop necessary performance skills. These events are part of the curriculum of the SPA program, and students are expected to attend. In combination with performance opportunities, students will also be informed of various U-M faculty and guest instructor recitals, chamber performances and large ensemble performances that they are encouraged to attend.

Attending performances enhances performance skills, and allows students to become dynamic and evaluative audience members.

SPA events (Masterclasses, Recitals, and Group Classes) may be cancelled in case of inclement weather. If SPA events are cancelled, an e-mail will go out to parents and students at least two hours prior to the event. If you do not receive an email, the event will still take place.
PERFORMANCE OPPORTUNITIES Cont.

RECITALS
As part of the SPA curriculum, all students perform twice a year in the scheduled recitals. Recitals are held throughout each semester and provide all students the opportunity to showcase their work on a specific piece or pieces that are ready to perform for an audience. Recitals are held throughout the semester, and are assigned on a lottery basis. Families will be asked to provide their preference to the office at the start of each semester, then the recital dates are assigned from there.

MASTERCLASSES
As part of the Tuition, attendance at the scheduled masterclasses is required. The Faculty Director will decide the performers for all masterclasses at least two weeks in advance of the scheduled masterclass. Masterclasses traditionally take place on weekends. Younger students do not always benefit from the pressure of a masterclass performance and are therefore not required to perform, but are strongly encouraged to attend. Young students may perform if a teacher determines that the performing experience will be of value.

COMMUNITY OUTREACH PERFORMANCES
All students are encouraged to participate in outreach performances throughout the year. SPA Instructors will help prepare students for an outreach performance. Examples of potential outreach performances you may seek might include, performing for your place of worship, your school, your local library, a retirement center, or other public venues that welcome volunteer performances.

PIANISTS
Pianists will be provided for all masterclasses and recitals. Pianists will also be provided for 1 lesson per term (2 per year). This is in preparation for the students performance at a recital. Any additional requests for pianists time must be arranged by the family directly, this includes scheduling and payments. Pianists set their own fees.
U-M POLICY FOR CHILDREN ON CAMPUS
The University of Michigan is committed to providing your child with the best experience possible. Creating a positive environment that promotes their health, wellness, safety and security is of utmost importance to the university, and we’ve established guidelines and expectations for program and event administrators, faculty, staff, students and volunteers.

Please visit: childrenoncampus.umich.edu/parents-guardians for more information.

University’s policy for Children on Campus requires a series of registration forms for each participant. These forms include:
- Participation Agreement and Waiver
- Participant Conduct Agreement
- Medical Information and Authorization to Treat Media Release
- Pick-Up Authorization (for students 12 years of age and younger)
- Self-Administration of Prescription Medication for rescue medications

A link to forms will be emailed as part of registration forms, and are due to be completed in full in order to start the first lesson.

All participants will be expected to check-in at all events, and for participants ages 12 and younger, an authorized individual must sign the participant out. The authorized individual may be requested to show identification to Program Staff. Participants will not be released to persons who fail to provide acceptable identification upon request.
UNIVERSITY OF MICHIGAN LESSON AND RECITAL SPACES

EARL V. MOORE BUILDING 1100 Baits Drive, Ann Arbor
The Earl V. Moore Building is the home to music at Michigan. Built in 1964, with significant additions in 1985 and 2015, the Moore Building houses the School’s musical performance, education, and scholarship departments as well as administrative offices. The 143,000 square foot facility includes classrooms, studios, practice rooms, rehearsal space, recital and lecture halls, a new music technology center, and a world renowned music library.

BRITTON RECITAL HALL 1100 Baits Drive, Ann Arbor
This intimate, comfortable hall serves as a performance and rehearsal space for solo recitals, and chamber music and other small ensembles. It doubles as a lecture hall and venue for master classes as well as lectures and performances by distinguished guests. It is named for Allen P. Britton, who served as SMTD dean from 1971-79.

GLENN E. WATKINS LECTURE HALL 1100 Baits Drive, Ann Arbor
Designed especially for academic lectures, state-of-the-art classroom teaching, and visiting scholar presentations, this large hall has allowed an increase of music lectures of all kinds and has helped consolidate music studies on North Campus. It is named for Professor Emeritus of Musicology, Glenn E. Watkins.

STEARNS BUILDING 2005 Baits Drive, Ann Arbor
Within walking distance of both the Moore Building and Walgreen Drama Center, the Stearns Building houses faculty offices and is the headquarters for SMTD staff working in Development, Communications, and Youth & Adult Programs. It also contains a large classroom and an attractive multi-purpose space, The Cady Room.

STAMPS AUDITORIUM 1226 Murfin Avenue, Ann Arbor
Located in the Walgreen Drama Center, the 450-seat Stamps Auditorium is an acoustically ideal location for lectures, recitals, concerts, and master classes. With a solid oak trapezoid-shaped stage with arched downstage, the theatre also includes a retractable projection screen on back wall.
RECELAL AND MASTERCLASS DECORUM
FOR PARENTS AND STUDENTS
As part of the SPA curriculum, it is vital to learn how to be an outstanding performer, and also to be an exemplary audience member. We expect every student to learn proper behavior for both sides of the stage. The following are guidelines for recital performers and audience members:

For Performers:
• Plan to arrive at least 30 minutes before the starting time of the performance or masterclass.
• Appropriate performance attire is essential. Sneakers, t-shirts, flip-flops, jeans, or shorts are never acceptable apparel.
• Performers are expected to acknowledge the audience both before and after the performance.
• If performing with a pianist it is customary to acknowledge the pianist to the audience at the end of a performance. (If you have never taken a bow or acknowledged your pianist before, ask your teacher for a lesson on how to do it properly.)

For Audience Members:
• Attentive audiences make the best audiences. Please turn off all electronic devices. If you must be on your device(s), please exit the recital/masterclass room and use the lobby space while you wait for the performance/masterclass to conclude. This will be enforced. You may be asked to leave a masterclass setting.
• Audience members should always arrive before the starting time of the concert or class (at least 10 minutes before the listed start time).
• During a performance, concert hall doors are closed and should not be opened unless the audience is clapping. It is distracting for the performers to have the concert hall door opened while performing.
• Please remain in the audience for the entire concert. Leaving a performance before it is over is distracting for both the performers and your fellow audience members.
• Younger children in the audience should be kept as quiet as possible during the performance.
• Video taping of SPA recitals/masterclasses is permitted for personal use only.
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