

Music Department Guidelines for Working with Minors on Campus

Supplement to Auburn University Policy on Minors Involved in University-sponsored Programs or Programs Held at the University and/or Housed in University Facilities which will be in effect

All forms required by the university policy will be required as appropriate for departmental events involving minors and will be kept by the approved supervisor. Teachers must certify to departmental administration that the appropriate documents have been completed.

Minors on campus

- Defined as students under the age of 19 who are NOT enrolled at Auburn University

Persons approved for use of AU Music facilities for teaching non-Auburn University students in one-on-one lessons:

1. Music majors are defined as students officially enrolled in the BA, BM, or BME degrees. The only spaces that may be used for this purpose are the designated music student practice rooms.
 - Note this does not include music minors or members of ensembles.
 - Graduate students in music education MME or PhD programs may be approved upon individual request.
2. Music faculty are defined as AU employees with the rank of coordinator, instructor, lecturer, or tenure-track faculty only.

Departmental or university sponsored camps/honor bands, AU Community Orchestra, Tiger Strings, etc.

See the university policy.

- Note that persons certified by the State Department of Education to work with minors are excluded from background checks when working with minors on the AU campus.

Events not run by the Department but that involve AU facilities (such as Young Voices Festival)

See the university policy.

- Note that persons certified by the State Department of Education to work with minors are excluded from background checks when working with minors on the AU campus.

Students teaching minor students

1. Background checks are required – every 3 years.
Students will be responsible for payment of the fee for background checks (currently \$39.00).
2. Training on working with minors is required annually.
3. Line of sight to teaching area is required (windows in practice rooms must be uncovered).
4. Doors must be unlocked.
5. Parents will be encouraged to accompany students and wait in the hall with the option of periodic visual checks through the window.

6. Student teachers must be individually approved through the Music Office and must provide a schedule of lessons by semester which includes location, student names, parents' names, and contact information.
7. Students and teachers must be informed that they are not covered under AU liability insurance.
8. Teaching must be concluded by 8:00 pm daily.

Faculty teaching minor students

1. Background checks are required – every 3 years.
Faculty teaching minors through an AU or Music Department sponsored program such as summer camps, an honor band, recruiting, etc. will have background checks every three years at departmental expense. Faculty teaching minors who do not have background checks as a result of participation in a departmental or university program or for private remuneration will have to reimburse the department for the cost of the background checks (currently \$39.00).
2. Training on working with minors is required annually.
3. Line of sight to teaching area is required if available – windows beside or in door must be uncovered.
4. Doors must be unlocked.
5. Parents will be encouraged to accompany students and wait in the hall with the option of periodic visual checks through the window or by opening the door.
6. Teachers must be individually approved through the Music Office and must provide a schedule of lessons by semester which includes location, student names, parents' names, and contact information.
7. Students must be informed that they are not covered under AU liability insurance.

Justifications for students

- One-on-one instruction is a necessity for music learning and has proven to be the most effective way for students to learn technical and musical skills.
- The opportunity to teach private lessons is an essential part of any collegiate music curriculum for music majors. It is important for music students to hone their teaching skills by working individually with students in applied lessons.

Justifications for faculty

- One-on-one instruction is a necessity for music learning and has proven to be the most effective way for students to learn technical and musical skills.
- Private applied music teaching is essential for recruiting students into the music degree programs and is an essential component of outreach to the community which is part of the university and departmental mission.
- This kind of teaching is standard practice in music schools and departments.

Signs will be placed on building doors specifying that only persons previously approved by the departmental administration may use these premises to teach private or group lessons to students who are not enrolled at Auburn University.