Students taking applied private lessons, other than piano, guitar, or percussion, require a collaborative pianist each semester. These pianists not only play a significant role at each performance and/or lesson, but also enhance everyone’s skill at collaboration.

When a student registers for applied lessons, a studio fee is assessed. Part of this fee helps to provide a collaborative pianist.

**HOW DO I OBTAIN A COLLABORATIVE PIANIST?**

The School of Music Collaborative Coordinator assigns pianists at the beginning of each semester. Each student receives a certain number of services with their pianist, based on the course number that they are registered for. It is critical that students sign up for the correct course number during the registration process. Pianists are assigned based on the level and needs of each student.

Students may request a pianist. The Collaborative Coordinator will honor all requests whenever possible. All requests must be submitted to the Collaborative Coordinator no later than the second week of the semester.

**HOW MANY SERVICES DO I RECEIVE?**

Performance Majors (DMA, MM, MME, BM, incl. Jazz Studies) = 6 services
BME/BA/BS = 4 services
*Instrumental Minors/Non-Majors/ELI Students = 0 services

* If a pianist is needed, these students will need to hire someone at their own cost. They can request a collaborative pianist list from the Collaborative Coordinator.

**WHAT CONSTITUTES A SERVICE?**

1 service = 30 minutes

- Services can be used for rehearsals, lessons, studio class, departmental class, general recital class, juries, and USM school-sponsored competitions.
- Services may not be “banked” or “saved” for later use unless the pianist agrees to do so.
- Once you have used your allotted services, you have to pay your pianist out-of-pocket.
- Suggested rates for extra services = $25 per 30-minute service for instrumentalists.
- Every pianist’s rates for extra services are different—it is each student’s responsibility to negotiate this rate with their pianist in advance of any extra services.
WHAT ABOUT DEGREE RECITALS?

Degree recitals or other events outside of the SoM are considered to be extra. All students are responsible to pay their pianist for their degree recitals, outside events, recordings, or any additional services that the pianist provides. These extra services or events need to be negotiated with your pianist. If you are planning a recital, please discuss the fee with your pianist, so that you can begin to budget for your recital.

GUIDELINES

- Students are required to submit a Collaborative Repertoire-Event form along with a copy of their music no later than the third week of the semester. Forms and music will not be accepted after this deadline and the student will have to make other outside arrangements. Incomplete forms will not be accepted.
- Exceptions: If your applied professor changes or adds a repertoire piece after the above-mentioned deadline, please make your pianist aware of this change as soon as possible. No changes in repertoire can be made after the midpoint of the semester (the end of week 7). This cut-off point is the exception to the rule, and should only be used if your professor has changed or added a piece.
- Once the collaborative assignment is complete, both the student and professor will be notified. Students must contact the pianist within two weeks or risk forfeiting their assigned pianist for the duration of the semester.
- The student should contact the pianist in advance for the scheduling of any service or performance. Please be considerate when scheduling, and always remember to consult with your pianist first.
  - The first rehearsal for a recital should be scheduled at least four weeks prior to the recital.
  - The first rehearsal for a jury must be scheduled at least three weeks prior to juries.
  - The first rehearsal for any other performance (masterclass, studio class, departmental, general) must be scheduled at least two weeks prior.
- A minimum of 24-hours notice is required for any cancellation or rescheduling of a service. With less than 24-hours notice, the service will only be rescheduled at the pianist’s discretion. In cases of missed service without advanced notification, pianists are not obligated to reschedule. If your pianist arrives for a scheduled service or performance, and you are not there, it counts as a service.
- Always be punctual for any service or performance. Pianists are not obligated to make up any lost time due to tardiness or absence.
- Please do not wait until the end of the semester to use your services. This is a busy time for everyone, especially pianists. Many of them are students themselves and have their own recitals, juries, and final exams to prepare for. Please plan ahead with your pianist to avoid last-minute rehearsals for any performances. During weeks 13-16 of the semester, only two services per week can be used.
  - Know the best way to reach your pianist and inform them of the best way to reach you.
  - Both parties are expected to invest individual time practicing and learning the music in advance in order for the rehearsal to run efficiently. The pianist is not required to assist in teaching the student their part, and vice versa.
  - Each student and pianist should sign the service log sheet at the conclusion of each service.

CONCERNS AND EVALUATIONS

Collaborative evaluation forms will be available at the end of each semester for students to express any concerns as well as positive comments regarding their pianist. Students should return these forms to the office of the Collaborative Coordinator.

These forms are also available on the School of Music website, http://www.usm.edu/music/forms-0.