



GIFTED
MUSIC
SCHOOL

STUDENT HANDBOOK

CONSERVATORY 2023 - 2024

MUSIC EDUCATION FOR ALL



EVERYTHING WE DO

IS PART OF SOMETHING BIGGER

Whether you are a new or a returning student, we welcome you to Gifted Music School and congratulate you on your acceptance into the Conservatory. Admission into this full-scholarship, international-level program is highly competitive, and your talent, discipline, artistry, ambition, and potential stood out to our faculty. You have many accomplishments to celebrate and be proud of, and there is much work to be done.

The aim of the Conservatory is to facilitate a comprehensive curriculum that shapes our students into the finest, most outstanding, well-rounded musicians and individuals in the world. Our long-term vision is to raise the standard of music education nationwide—we believe that music education is central to building character and securing a brighter future.

As a Conservatory student, you are a partner in that vision and an important ambassador for music education. In the Conservatory, you will immerse yourself in intensive study with a world-class faculty and be surrounded by inspiring peers who will support and challenge you. We encourage you to take full advantage of the broad range of artistic and academic offerings that separate us from other programs.

Welcome to Gifted Music School!





STUDENT HANDBOOK

CONSERVATORY 2023 - 2024

This handbook is a reference tool and guide for you as a member of the Conservatory, a full-scholarship program of Gifted Music School. It provides information about academic requirements and community life in the Conservatory. The Conservatory adheres to Gifted Music School's school-wide policies and procedures; see the School Policies and Procedures document for information on these policies. You are responsible for abiding by the regulations and procedures contained within this handbook as well as the general school policies and procedures, so please read this carefully and keep it for future reference.

Be advised that the provisions of this handbook are not to be regarded as an irrevocable contract between the student and Gifted Music School, the Conservatory, or its staff and faculty. Gifted Music School reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, curriculum requirements, areas of study, faculty listings, academic policies, and general regulations.

The information in this handbook is subject to change without notice.



ABOUT GIFTED MUSIC SCHOOL

Gifted Music School nurtures artistry, character, and skills vital to a healthy community through exceptional comprehensive music education.

Gifted Music School has established itself as Utah's premier community music school, guided by excellence and the principle that all students, regardless of socio-economic background, should have access to quality music instruction and mentorship. Over the past 15 years, Gifted Music School has trained the finest young musicians to develop the acumen and aptitude to excel in every aspect of life. The Conservatory at Gifted Music School provides a tuition-free, world-class music education to highly dedicated and disciplined pre-collegiate musicians.

Launched in 2009 by Eugene Watanabe and Dr. Vera Oussetskaia Watanabe, Gifted Music School strives to reconcile the discrepancy in the quality of music education between the United States and other parts of the world. While countries throughout Europe and Asia offer their youth access to high-quality, full-time music education from a young age, the quality of music education in the United States is variable. Serious music education is typically granted only to those who can afford it. Gifted Music School bridges this divide by recruiting world-class faculty from the top music conservatories and making the instruction accessible to the community through generous scholarships. Our program's resounding success can be seen in our graduates' acceptances to many of the top conservatories and universities, including the Curtis Institute of Music, the Juilliard School, the Colburn School, Harvard, Columbia, Stanford, Yale, Princeton, Rice, Cleveland Institute of Music, San Francisco Conservatory, and the New England Conservatory.

Class offerings for strings include weekly rehearsals with the Conservatory Orchestra, where students are exposed to a breadth of orchestral repertoire by Professor Watanabe, Professor Anderson, and other distinguished faculty and guest conductors. Woodwind and piano students likewise take literature and ensemble classes taught by our acclaimed woodwind and piano faculty, Professor Clayton and Professor Smith respectively. All Conservatory students progress through a comprehensive sequence of theory courses directed by Professor Chikinda, as well as a curriculum of music history taught by Professor Attwood. Conservatory students participate in our esteemed chamber music program under the direction of Professor Morgan. The school offers other unique opportunities for its Conservatory students, including our GRIT program; the presentation of several major concerts each year, providing the privilege of working with guest conductors and acclaimed performance artists; and the opportunity to attend and perform in Gifted Music School's Distinguished Masterclass Series featuring world-renowned artists and clinicians.



“All of these experiences have enhanced my daughter’s musical education and enriched our lives immensely. We appreciate all of the sponsors, directors, administrators and educators that have made this world-class music program for children possible.”

— Susan Andersen, Preparatory Director

STUDENT PROGRAMS

In order to serve a diverse student base, Gifted Music School offers a wide array of programs, classes, ensembles, and private lessons in voice, composition, and 12 instruments.

Conservatory

The Conservatory offers a comprehensive, full-scholarship music education program valued at \$10,585 for the most serious and committed students. Admitted by audition, every accepted student is awarded a full scholarship. Students receive 8+ hours of instruction each week which include large ensemble rehearsals, sectionals, and chamber music studies, as well as instruction in music theory, aural skills, and music history. In addition, students are offered a variety of performance opportunities, including the opportunity to observe and perform in masterclasses with world-renowned artists.

Preparatory

The Preparatory features a distinguished faculty, an exceptional music curriculum, and is open to students of any age and level who wish to begin or expand their musical development. Encompassing all of the tuition-based offerings at Gifted Music School, Preparatory students may sign up for individual lesson packages and classes. Students can also participate in advanced performing ensembles, chamber music, choir, and more according to our scheduled offerings each year. The Preparatory also houses Utah's premier Suzuki Program, which features a variety of offerings beyond individual lessons and group classes, including early childhood programming, masterclasses, teacher training workshops, and more.

Project GRIT

Gifted Music School has a school partnership and public outreach program called Project GRIT (Growth, Resilience, Instinct, Tenacity). This visionary in-school and after-school program is a collaborative effort with members from the Salt Lake City School District and Utah State Board of Education. Partnering strategically and exclusively with Title I schools, Project GRIT aims to close the opportunity gap for at-risk students by providing daily, high-quality music instruction at no cost to students. Today, over 200 students benefit from world-class, Gifted Music School instruction across our three GRIT partner schools: City Academy, the Guadalupe School, and Mountain View Elementary.

REQUIREMENTS AND SCHEDULE

Monday

4:00-5:00 p.m. Form & Analysis * (*online*) Chikinda

Thursday

6:00-7:00 p.m. Monthly Performance Class † Watanabe
Monthly Piano Performance Class Oussetskaia Watanabe

Friday

2:30-3:20 p.m. Orchestral History & Literature * Attwood
3:30-5:00 p.m. Orchestra I * Anderson
Orchestra II * Watanabe
Piano Ensemble & Sight Reading * Smith
5:10-6:00 p.m. Survey of Western Music History * Attwood
6:10-7:00 p.m. Orchestral History & Literature * Attwood

Saturday

8:00-9:15 a.m. Intermediate Theory: Diatonic Harmony II * Fisher
Advanced Theory: Chromatic Harmony * Fleming
8:15-9:15 a.m. Forum Class † Duan
9:25-10:40 a.m. Theory Basics * Marsden
Beginning Theory: Diatonic Harmony I * Chikinda
9:40-10:40 a.m. Forum Class † Duan
10:50-11:40 a.m. String Sectionals * Anderson
Piano History & Literature * Attwood
11:40-12:00 p.m. Lunch Break
12:00-2:00 p.m. Chamber Music Morgan
2:00-2:45 p.m. Viola for Violinists † Morgan

* denotes courses which vary by student placement

† denotes elective courses

Notes:

1. Masterclasses will be held sporadically throughout the school year. Although we anticipate many of these events will take place on Saturday afternoons from 2:00 to 4:00 p.m., we may hold classes at alternate times to accommodate guest artist availability.
2. Two sections of the forum class are offered. These classes feature a range of guest and faculty speakers. Both sections of the forum class are identical in content; placement will be determined by the student's individual course schedule.
3. The Viola for Violinists course will not meet every week. A class schedule specific to this course will be sent out at the beginning of the semester.

TUITION AND REGISTRATION FEE

A full-tuition scholarship of \$10,585 is awarded to all students who are admitted into the Conservatory at Gifted Music School

Tuition

All students in the Conservatory are awarded a merit-based, full-tuition scholarship upon admission. The annual value of this scholarship is \$10,585 and these scholarships are renewed each year for the duration of the student's enrollment in the Conservatory.

The vision of Gifted Music School's founders, Eugene Watanabe and Dr. Vera Oussetskaia Watanabe, has always been that affordability should never be a barrier for any child wishing to pursue quality music instruction. Conservatory scholarships cover course enrollment, accompaniment for school masterclasses and recitals, and ensemble participation. The scholarship does not, however, cover the registration fee, private and supplemental piano lesson tuition, concert uniforms, textbooks, or other required course materials.

Applications for additional financial aid are available at giftedmusicschool.org/financial-aid.

Registration Fee

There is a \$150 non-refundable registration fee due August 1st. Families facing financial hardship may be eligible to have this fee waived. Application fee waivers may be requested by contacting the Conservatory Director, Linda Duan, at lduan@giftedmusicschool.org.

Why the name "Gifted Music School"?

A common misconception is that our school and programs are only intended for the most "gifted" students. While it is true that the Conservatory is designed for exceptionally skilled and highly motivated students, the name more closely aligns with our belief that music education is a gift. Roughly two thirds of Gifted Music School's 450+ students are enrolled in full-scholarship (or "gifted") programs. We understand just how expensive high-quality music education can be, but we also believe there is no better investment in securing our future than making outstanding, comprehensive programs accessible to all in our community.

POLICIES & REGULATIONS

Attendance and Academic Standing

Gifted Music School expects every Conservatory student to remain in good academic standing to preserve the integrity of the scholarship program. This means that students should attend classes and rehearsals routinely and arrive on time. **Conservatory students are permitted two (2) absences in each class per semester. There is no accommodation for tardiness.**

Please email the Conservatory Director, Linda Duan, and your instructors at least one week before your anticipated absence with (1) the date of your conflict and (2) the reason for your absence. Out of respect for the faculty, your classmates, and your coursework, we also ask that you avoid being absent on consecutive weeks. **Absences exceeding the two permitted occurrences will result in a student's letter grade being reduced by a third of a grade.**

All students are required to maintain a grade of B- (80%) or higher. A student's grade may be based upon any of the following: attendance, homework assignments, examinations and drills, participation, preparation, and performance. If the number of reductions result in a grade below the threshold of B- (80%), or if the student incurs six or more absences including the two permitted absences, the student will be placed on academic probation (see below).

Academic Probation

A student's academic status will be assessed at the end of each term. A student who has been placed on academic probation (for the reasons outlined above) is in jeopardy of having their scholarship revoked. If probation is incurred at the end of the fall term, the student will have the spring term to improve their academic standing (similarly, if probation is incurred at the end of the spring term, the student will have the fall term to improve their academic standing). By meeting the expectations outlined above and committing to their studies (specifically, earning a grade of B-, 80%, or better), the student will be removed from academic probation. However, if the student does not improve their academic standing (i.e., if it remains the same or worsens), they will have their scholarship revoked. The family will have an opportunity to meet with the Executive Director and the Conservatory Director to discuss this outcome.

See **Appendix A** for grading scheme and policies specific to academic and ensemble courses.

Punctuality

Students must arrive on time to class. For academic classes, that means students are in their seats with books or materials out and ready by start time. For rehearsals and coachings, students should arrive 10 minutes early to unpack and tune. Students should be ready for a downbeat by start time. Any student who does not meet these requirements will be marked tardy. Credit for attendance when late will be granted at the teacher's discretion. Absenteeism **or tardiness** considered excessive may lead to disciplinary action, up to and including lowered grades, probation, and/or termination of participation in the Conservatory program.

Short-Term Leaves of Absence

Students requesting short-term leaves of absence for personal or medical emergencies (usually for a semester or one academic year) must submit their request in writing to the Conservatory Director. Leave requests are reviewed in consultation with department chairs and approved by the Conservatory Director.

Private Lessons

All Conservatory students, during the entire period of their enrollment, must study their primary instrument with Gifted Music School faculty. There are no exceptions to this policy.

Concert Attendance

It is essential that all students perform in every assigned concert, including outreach concerts. Exceptions must be explicitly approved by the administration. If a student misses a concert without authorization, they will be placed on probation. After two occurrences, the student may be asked to leave the program. Most concerts are scheduled months or even years in advance; however, there may be an occasion when a concert is scheduled within weeks of the event. We have great respect for our students' time and will not schedule a last-minute concert unnecessarily. Students are strongly encouraged to be available to perform in last-minute events. Students who are not assigned to perform in a concert (i.e. pianists, winds, brass) should attend the concert as an audience member in support of their peers.

Masterclass Attendance

Gifted Music School is fortunate to host world-renowned guest artists each year who give masterclasses to our students. All Conservatory students must attend **at least two (2) masterclasses** every year. Where possible, students should attend at least one masterclass given by a clinician of their own instrument.

Chamber Program

Chamber groups and faculty coaches are assigned at the beginning of the year based on level of proficiency and commitment. If there is a need or wish to have an outside chamber coach work with the group, a request must be submitted by the chamber group no less than thirty (30) days in advance to be approved by the Conservatory Director and the Director of Chamber Music Studies. Additional chamber coachings are not covered by the Conservatory scholarship.

Note: Due to the limited slots available, we are not able to give all pianists the opportunity to take part in chamber music each year. The selection of pianists for the chamber music program is at the discretion of the Conservatory Director, Director of Chamber Music Studies, and the Piano Department Chair.

Supplemental Piano

All students of the Conservatory must complete a sequence of supplemental piano lessons with the exception of students studying piano as their primary instrument. The cost of supplemental piano lessons is not covered by the Conservatory scholarship.

Having basic keyboard skills is an important component of a solid foundation for any musician, and the objective of the Supplemental Piano Program at Gifted Music School is to provide this essential building block of a music student's general musicianship.

We strongly encourage all students to register for supplemental piano lessons with Gifted Music School faculty. Contact the Conservatory Director at lduan@giftedmusicschool.org to learn more about supplemental piano lessons at Gifted Music School.

Note: A separate Supplemental Piano Handbook with the curriculum information will be sent to all Conservatory students who have not completed their requirements for Supplemental Piano.

Directed Research (“Senior Theory Projects”)

The Senior Theory Project is an exception to the regular curriculum for seniors. Directed research is designed for exceptional students who have a specific interest and desire to concentrate on a topic commensurate with the content of a theory class. This offering is available to seniors or students who have completed the full theory sequence. Once a proposal—prepared by the student—that outlines both the topic and scope of the project has been approved by the Theory Department Chair, a suitable coach will be referred to the student.

It is the student's responsibility to set up a mutually agreeable schedule with the coach. It is anticipated that the student will meet regularly with the coach at the outset of the academic year to lay a foundation of understanding and to acquire the necessary skill set to see the project through to completion. By contrast, the student will need to work independently later in the year when faced with auditions and college visits. Nevertheless, the student is encouraged to check in with the coach to provide progress reports and to meet with the coach when possible.

The directed research will culminate in a final project that will be submitted to both the coach and the Theory Department Chair. The project must demonstrate a clear proficiency of the topic of the project (such as a research paper or a composition) in order for the student to earn a passing grade.

As the Senior Theory Project is an exception to the Conservatory curriculum, tuition for the Senior Theory Project is not included in the conservatory scholarship; however, we are making the opportunity available for a reduced fee of \$200 per approved project. Students may apply to have this fee waived if they can provide evidence of financial hardship.

See Appendix B-1 and B-2 for information on how to apply for a Senior Theory Project. The deadline to apply for a Senior Theory Project is **August 1st**.

Annual Concerts

The Conservatory organizes five major concerts each year: Showcase, Fall, Winter, Chamberpalooza, and Spring Gala. Programming and instrumentation for each concert may vary. The large ensembles are often joined by guest musicians and conductors that hail from the most elite conservatories, universities, and professional orchestras in the world. In addition to these annual concerts, members of the Conservatory may also perform in special events such as private house concerts, television and radio broadcasts, outreach concerts, performance tours, and collaborative partnerships with local organizations such as Ballet West Academy and the Madeleine Choir School.

Student Responsibilities and Evaluations

All Conservatory students will participate in jury examinations. At the end of each school year, students will be evaluated on their jury performance, service hours, attendance, grades, supplemental piano progress, preparation, dedication, attitude, and punctuality for classes and rehearsals. Scholarships will be reviewed annually by the Conservatory Director; students who do not meet these standards may fail to retain their scholarships. Prior to concerts, students may be required by sectional faculty to pass off their repertoire. Students not meeting the standard will not perform.

Music Materials

Students are responsible to print and bring their music to class every week. **Students who share music with a stand partner should also have their binder with them at all times in order to take notes and make rehearsal markings.** Additional copies of the music will not be printed.

Rehearsal Etiquette

For all rehearsals and sectionals, students are expected to arrive 10 minutes early to set up and tune. Except in cases of emergency, cell phones and other personal electronic devices are banned from rehearsal and classes.

Outreach and Service Requirements

Conservatory students perform community outreach concerts at local schools each semester. Students will be given a school excuse note which they are expected to deliver to their schools in order to perform with the Conservatory Orchestra in these concerts. Students in the Conservatory are also expected to represent Gifted Music School in completing musical service outside of regular rehearsals and concerts:

- 1st- and 2nd-year students must complete at least 4 service hours per year.
- 3rd- and higher-year students must complete at least 8 service hours per year.

Service hours must be GMS-related, or involve a musical event in service for a specific cause or community, which is outside of a weekly routine or obligations. Examples of service hours might be volunteering at GMS Summer Camps; volunteering at an animal shelter's music enrichment program; performing in a private

home concert (by invitation); assisting the GRIT faculty; organizing a personal fundraiser to purchase needed supplies for the school; performing at a community or school event; performing a solo or group recital at a hospital, library, or rest home; volunteering at Preparatory juries in the fall or spring; etc.

Students who need to fill their service hours may contact the Conservatory Director to request an opportunity to fulfill their hours. **As a tuition-free program, we expect and rely on the support of all Conservatory parents, either through volunteer service or financial donations.** Each year, parents are expected to volunteer or purchase a table to support the Annual Spring Gala. Additionally, parents will be required to contribute 10 hours per semester. This may include event support, outreach and fundraising, transportation, program promotion, committee involvement, hospitality and food preparation, administrative support, etc. We also understand that life gets busy. If you are unable to complete your service hours, you may discuss with the Development Chair an appropriate equivalent donation. We greatly appreciate your help and support!

Citizenship

A Gifted Music School education is a privilege designed to provide a rewarding experience to students whose hard work and dedication have already been proven. Students benefit greatly by learning to display proper and courteous behavior to their peers, teachers, and administration. A positive and constructive relationship between Conservatory parents, students, and Gifted Music School faculty and staff is essential to the school's educational objectives and operations.

Gifted Music School administration reserves the right to remove a student from the Conservatory if the student's or parent's actions impede the school's ability to meet its educational objectives or mission; disrupt school operations; are uncooperative, unreasonable, or unsupportive of the school, its administration, its faculty or staff, philosophy, rules, regulations, requirements, and standards; or make it difficult to have a positive or constructive relationship with the student. Gifted Music School has zero tolerance for bullying.

Dismissal

Gifted Music School and the Conservatory administration reserves the right to dismiss any student for the following reasons:

- Lack of interest or progress
- Frequent absences
- Frequent tardiness
- Behavioral problems
- Failure to abide by School policies
- Delinquency in payment of fees

In cases where students are viewed as disruptive, uncooperative, or detrimental to the progress of the class, a faculty member may request that individual students either be removed from the class or not permitted to register. In all cases, the Conservatory Director shall decide whether a student should be dismissed, if a warning notice should be issued prior to dismissal, and/or if a parent-teacher conference is required.

Communications

All announcements and updates will be posted to Take Note, a password-protected page on the Gifted Music School website that is intended for current Conservatory students and parents.

Please visit giftedmusicschool.org and find “Take Note” from the Conservatory menu dropdown for the most current information, including the calendar and concert schedule. Password: **brilliant**

This page is updated regularly during the school year. Please bookmark the link for frequent reference. We also post events and masterclasses on the Events section of our website.

Most other communications will be done through email. Please make sure the school has your most active email account. If the student would also like to receive a copy of all communications, please make sure we receive that request with their email address. All correspondence should be sent to the Conservatory Director, Linda Duan, by emailing lduan@giftedmusicschool.org.

Note: Gifted Music School has the right to expect that emailed communications will be received and read in a timely fashion. Students and parents are expected to read and respond to official administrative emails promptly.

Facilities and Maintenance

Students should take care to clean up after themselves and leave their space better than they found it. Please note that food and beverages are not permitted in classrooms, except for water bottles.

All of our pianos have been generously donated by supporters of the school. In order to preserve these instruments, no personal items (including instruments and cases) should be placed on top of any piano. **We especially ask that no one place any food or drink items (even water) on the pianos.**

With no full-time custodial staff, we rely on our community of students, parents, faculty, and staff to keep our facilities well-maintained. If you notice any problems with a room or piano, you should notify a facility monitor immediately, noting the room number and any details about the repair needed (typical issues may include a window left open, paper towels needing to be replaced, non-functioning music stand, etc.).

Damage, removal, or vandalism of any facilities or property belonging to or shared with Gifted Music School is strictly prohibited. Any student found in violation of this policy may be subject to a fine and/or immediate dismissal in addition to potential criminal prosecution.

Lessons, group classes, and rehearsals scheduled by the GMS administration always take precedence in determining room availability. Regular classes cannot be relocated to accommodate special events (e.g. masterclasses, workshops, clinics, lectures, festivals, etc.). Inquiries regarding room availability or facility rentals should be sent to scheduling@giftedmusicschool.org.

Seniors are encouraged to have a graduation recital if they desire. It will be on their transcripts and the Conservatory Director can help fulfill scheduling requests. The classrooms at Gifted Music School are available for student and faculty use under the following conditions:

- Requests for use of the space shall be given to the Conservatory Director no less than two weeks prior to the desired date.
- Use is subject to availability and approval by the administration.
- Use of the space shall be restricted to students and faculty of Gifted Music School only.

Students and faculty of the Gifted Music School may use the facilities free of charge for any school-related function (recitals, etc.). Faculty may also use the facilities for non-school functions (private studio recitals, etc.), at a rate of \$20/hr. to cover the cost of a building monitor.

Practicing

Due to Gifted Music School's volume of educational offerings and limited space in buildings owned and shared by the school, we are not able to provide regular practice space. However, on occasion, there might happen to be an available room. Please make your request for a practice room at the front desk and we will accommodate you if we are able. In order to make it fair for all students, practice room reservations will be limited to one hour.

Safety

The only people allowed into the building during class hours will be students, their parents or guardians, and Gifted Music School faculty and staff. Students must have parental authorization to leave the building during school hours. Students must always check in with the front desk before leaving early and notify the Conservatory Director ahead of time.

There must be at least two students in attendance during each group class with a teacher. If only one student is present, the building monitor must sit in on the class. Students must leave the building within 15 minutes from the end of the school day; please note all class end times. A fee of \$1 per minute may be charged to parents who arrive for pick-up after the allotted 15 minutes.

Gifted Music School does not discriminate on the basis of race, color, religion, gender identity, age, national origin, disability, or sexual orientation in any of its activities or operations.

Learn more about Gifted Music School's safety policies and resources at giftedmusicschool.org/safety



APPENDIX A: GRADING SCHEME

Correlation between letter grades and percentages

A+ = 97-99

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+* = 77-79

C* = 73-76

C-* = 70-72

F* = ≤ 69

*Non-Passing Grades

Theory and Music History Classes

A student's grade in history class is based on their attendance, written assignments, and quizzes; a student's grade in theory class is an average based on their attendance, their work in written theory (which includes homework assignments and exams), and their work in aural skills (which includes sight-singing drills and dictations). For example, if a student's grade for written theory is an A-, and the grade for their work in aural skills is a B, their overall grade for the class is a B+. A student who does not maintain a grade of B- (80%) or higher – in both history and theory classes – will be placed on academic probation (see below).

Orchestra, Piano Ensemble, and Chamber Music Classes

Participation in ensemble classes requires regular attendance in order for there to be proper preparation for rehearsals leading up to performances. Missing more than two rehearsals for an ensemble course will necessitate scheduling a pass-off audition with the ensemble instructor, with the expectation that the student demonstrates preparation at the highest level. If this level is not met or the student continues to miss rehearsals, they will not be permitted to play in the upcoming concert for the ensemble.

APPENDIX B-1: DIRECTED RESEARCH

Students who are seniors may request a Petition for Exception to School Policy form to complete a directed research project (or “Senior Theory Project”) in lieu of taking a regularly scheduled theory class. In addition to the exception to policy form, students must attach a research prospectus (see Appendix A-2) that includes all of the following information:

At the time of submission:

- **Scope:** The student must explain in precise terms the intent of the project and what will be accomplished upon its completion. For instance, if a student is completing an analysis-style project, the prospectus must outline what the focus of this project is and its desired outcome.
- **Mentor:** The student is encouraged to indicate a mentor with whom they would like to work (please note that a decision will be made that considers instructor availability). Only members of the theory area are eligible to guide such projects.
- **Musical Literature:** The student must provide a list of pieces that they hope to review/study in this project.
- **Meeting Frequency:** The student must indicate how frequently they intend to meet with their mentor in the fall term and in the spring term (please note that – in the spring – the frequency may not go below once per month).
- **Expected Result:** The student must indicate what tangible final product the directed research will yield. For instance, if it is compositional in nature, it might be a movement from an instrumental sonata; alternatively, if it is analytical in nature, it might be an analysis-style paper.

At the time of acceptance:

- **Confirmation:** The mentor confirms each of the items listed in “at the time of submission” above and makes any necessary adjustments (e.g., if the student is reviewing too many pieces, the mentor will assist the student in paring it down). It is also anticipated that the meeting times will need to be both coordinated and negotiated. They must not be less than what is outlined in the student handbook.
- **Readings:** After the project has been approved, the mentor must provide a list of pertinent readings that will be consulted at the outset of the project.
- **Due Dates:** After the project has been approved, the mentor must provide a list of pertinent due dates (one in the fall for the preliminary work and one at the end of term for the final project itself). Routine deadlines (such as when to complete a reading) do not have to be reported.

APPENDIX B-2: PROSPECTUS SAMPLE

To apply for a Senior Theory Project, students must (1) submit a Petition for Exception to School Policy form and (2) attach a research prospectus to their petition by August 1st. An example of an effective research prospectus can be found below, and Petition for Exception to School Policy forms are available through the Conservatory Director's Office by emailing lduan@giftedmusicschool.org. Approved research projects will include a \$200 course fee to compensate the mentor for their time. Students may apply to have this fee waived if they can provide evidence of financial hardship.

Sample Research Prospectus

To whom it may concern,

I am writing to seek permission to complete a directed research project, and I would like to work with [enter name of theory-area faculty member] as a mentor.

I am very interested in the topic of form in music, and I want to focus this interest on a specific genre. I will review and study the instrumental genre of the fantasia (fantasy) in different historical contexts. Because it is based on improvisatory material, the fantasia does not follow a specific formal design. Consequently, by studying several fantasias, I hope to discover if there are any organizational principles common to them all.

I will study the Bach Chromatic Fantasia, BWV 903 for harpsichord (if there is time, I will also review the fugue), the Mozart Fantasia in c minor, K. 475 for piano, and the Chopin Fantaisie in f minor, Op. 49. I will complete a harmonic analysis of each piece, paying special attention to cadences. I will then devise a schema of the formal design for each piece that shows key areas, cadences, and important motives. The project will culminate in an analysis paper that reviews my findings and offers a thesis as to whether there are common organizational principles.

At the beginning of the academic year, I will meet once a week with [enter name of theory-area faculty member] to do the necessary preparatory work for my project (i.e., completing the required readings about the fantasia and some preliminary analysis in order to lay the foundation for this project). Later in the year - when I am busy auditioning and visiting college campuses - I will be working independently on my analysis and checking in, at least once a month, with my mentor to discuss my progress and ask any questions. I will send a rough draft of my analysis paper to my mentor (by the end of April) who will provide me with feedback to complete a final draft.

Lastly, I will send the final draft of my analysis paper to my mentor and to Dr. Chikinda in May.

APPENDIX C: CONCERT UNIFORM

Category A

- White tuxedo shirt (with winged tip collar), shirt studs, black cummerbund (5 $\frac{3}{4}$ inches at the widest point, 4 panels/tucks), and black bowtie (1 $\frac{1}{2}$ inches wide)
- Black dress pants (may not be skinny leg/tight fit), black socks, and black dress shoes (polished and in good shape)

Category B (Supplied by **Concert Black, LLC** | 1-385-200-4005 | allisonh@concertblack.com)

- Black stretch velvet round neck top (sleeves past elbow, no décolletage) and black ankle-length gored skirt. **The skirt and top must be ordered through Concert Black by calling (385) 200-4005 (Monday through Friday 9-5 Mountain Time, Saturday 9-12 Mountain Time). Please have your measurements (chart below) and height ready when you call, and mention that you are ordering a Gifted Music School uniform**
- Black hosiery and formal black shoes (polished and in good shape)

Colognes, aftershave lotions, perfumes, and highly reflective jewelry are not permitted.

Size	Bust	Waist	Hip
00	27 - 30	20 - 23	27 - 31
0/2	30 - 33	22 - 25	31 - 34
2/4	30 - 33	22 - 25	31 - 34
4/6	33 - 35	24 - 28	34 - 36
6	33 - 35	24 - 28	34 - 36
8	35 - 37	27 - 30	36 - 38
10	37 - 39	29 - 32	38 - 40
12	39 - 41 $\frac{1}{2}$	31 - 34	40 - 42 $\frac{1}{2}$
14/16	41 - 44	33 - 36	42 - 45
14	41 - 44	33 - 36	42 - 45
16	41 - 44	34 - 37	42 - 45
18	43 $\frac{1}{2}$ - 46 $\frac{1}{2}$	35 - 40	44 - 47 $\frac{1}{2}$
20	45 - 48	36 - 42	46 - 49
22W	47 - 50	38 - 44	49 - 52
24/26W	51 - 54	41 - 46	53 - 56
28/30W	55 - 58	45 - 48	57 - 60
32/34W	59 - 62	49 - 52	61 - 64
36/38W	63 - 66	53 - 56	65 - 68

APPENDIX D: CHILD CARE WAIVER

Parents who may have occasion to bring additional children on campus, please sign this waiver on your registration form. In consideration of being permitted to participate in childcare activities while at child music education classes of the Gifted Music School and Gifted Music School Preparatory Division, the undersigned _____ hereby Releases, Waives, Discharges and Covenants Not to Sue the Salt Lake Music School Foundation (dba Gifted Music School), and its employees, volunteers and agents, [hereinafter, the “releasees”] from all liability to the undersigned for any loss or damage, and any claim or demands on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein.

The Undersigned Hereby Agrees to Indemnify and Hold Harmless the Releasees from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the Salt Lake Music School Foundation’s premises or in any way participating in the activities of the Salt Lake Music School Foundation whether caused by the negligence of the Releasees or otherwise.

The Undersigned Hereby Assumes Full Responsibility for and Risk of Bodily Injury, Death or Property damage due to the negligence of Releasees or otherwise while in, about or upon the premises of the Salt Lake Music School Foundation, while participating in the Undersigned’s own childcare needs, while using Salt Lake Music School Foundation’s premises or any facilities or equipment hereon.

The Undersigned further expressly agrees that the foregoing Release, Waiver and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Utah and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The Undersigned Has Read and Voluntarily Signs the Release and Waiver of Liability and Indemnity Agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

Parent Signature

Date

APPENDIX E: PHOTO RELEASE

All students and parents/guardians (of those students under 18 years of age) give permission to Gifted Music School for the student's name, likeness, image, voice, interviews, performances, biographical information, and ideas ("Performer Rights") in connection to the Salt Lake Music School Foundation (dba "Gifted Music School") to be used in promotional materials, marketing brochures, social media, posters, flyers, video and televised publicity, the school website (giftedmusicschool.org) programs, and performances, without restriction as to changes or alterations. Students and parents/guardians waive any right to inspect or approve images(s), sound, or finished versions incorporating images or sound, including any written copy that may appear in connection therewith. Students and parents agree that Gifted Music School owns the copyright for these images and sounds, and waive any claims they may have based on any usage of the images or sound (recordings)

Student ("Performer") Full Name (print)

"I, the undersigned, represent and warrant that I have the authority to sign this release on behalf of the Performer (listed above) and I hereby release, discharge, and agree to hold harmless Gifted Music School, from any liability in connection with the use, alteration, publication, and/or reproduction of these Performer Rights."

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

ACKNOWLEDGEMENT FORM

All students of the Conservatory at Gifted Music School must read the Conservatory Handbook with a parent or guardian and sign this acknowledgment form. Your signature affirms that you have read and discussed these policies with the student(s) below, and agree to abide by all standards, expectations, policies, and procedures of the Conservatory. Gifted Music School's administration reserves the right to dismiss a student at any time for failure to adhere to the standards and policies in this document and our general school policies. Your signature also acknowledges that you understand these policies are subject to change at any time by Gifted Music School.

Student Name (print)

Parent/Guardian Name (print)

Parent/Guardian Signature

Date





Gifted Music School
182 South 600 East
Salt Lake City, Utah 84102

MUSIC EDUCATION FOR ALL

giftedmusicschool.org