

MUSIC BUDDIES

Information & Training

HOW IT WORKS

Buddies will meet periodically, preferably once a week, though if both buddies decide to meet less often (e.g. bi-monthly) we can work around it.

Meetings will last around 45 minutes (you will discuss available time slots with your assigned buddy) and will take place either in person after school (sometime from 2:50 - 4) or over zoom.

CONTACTING YOUR BUDDY

The program advisor will provide you with the student's and parent's email addresses. You will reach out to the parent and student to confirm the day and time you will meet (use the email template in this slideshow).

Once the date and time have been agreed upon, YOU are responsible for either emailing a zoom link to the student, parent, and the advisor, or reminding your buddy of where and when you will meet in person (e.g. in a practice room at the middle/high school).

Make sure both of you remember! Especially you!

Keep in mind that Zoom might not work on your school account— preferably, use a home account and test to make sure it can host meetings. Note that a regular Zoom account can only sustain meetings up to 40 minutes with 3 or more people, so plan accordingly.

EMAIL TEMPLATE

Hi **(Student's Name)** and parent/guardian,

My name is **(Your name)** and I am part of the Music Buddies tutoring program at **[insert school name]**. I have been assigned to tutor **(child's name)** on **(instrument/voice)**. I am available to tutor on **(list the day or days you are available, and how often)** at around **(list the times that work for you, ideally between 3:00-5 but no later than 6:30)**, either in person at **[insert school name]** or over Zoom depending on your availability.

Please let me know if this works for you.

I look forward to working with you,
(Your name)

BEFORE MEETING

Ask your buddy what they are currently working on, for example:

- Pieces they are learning with a private teacher
- NYSSMA/music exam pieces
- Music they are playing in their school ensemble
- Etc.

Reach out and ask if there is anything your buddy wants to cover during your meetings. Look over their music and plan how you will conduct your tutoring session beforehand.

FIRST MEETING WITH YOUR BUDDY

Get to know your buddy, and establish a good relationship!! Ask some icebreaker questions, such as:

- What is your favorite subject in school?
- Do you play any sports?
- What do you want to be in the future?
- Do you have any plans that you are excited for?

Make sure your questions are age appropriate and interesting! (not simple yes or no questions). Ask them about their aspirations– what are their goals on their instrument; do they want to perform in buddy concerts in the future?

If you're meeting on zoom, BOTH OF YOUR CAMERAS MUST BE TURNED ON!

DURING YOUR MEETINGS

1. Ask your buddy what they would like to work on
2. You can ask them to share their screen if their music is on their device
3. Guide them through the music patiently– remember that many of them may not be incredibly advanced on their instrument and are looking to improve!
4. Stay engaged– try to keep your buddy interested; what are some unique ways you can help them on their instrument?

AFTER YOUR MEETINGS

1. Make sure both you and your buddy know when the next meeting is
2. If you ever need to change or cancel a meeting, let the student and their parent know in advance
3. Email the advisor and the parent with any comments or concerns about the meetings if you think it's necessary
4. Prepare materials for next tutoring session if you think they could be helpful for the student.

DEALING WITH ISSUES

1. If the student is not responding to your emails, contact their parent
2. Maintain a good relationship with the student's parents to discuss any expectations the student needs to fulfill
3. Any questions or concerns, make sure to contact the advisor
4. Your cameras MUST remain on during zoom sessions
5. Handle everything in a professional and respectful manner
→ patience is key!

I hope your meetings with your buddies are a success, and you learn something valuable from this experience!