

# PRESTO



## Student Handbook

Salisbury  
UNIVERSITY

Make Tomorrow Yours

# Introduction to PRESTO .....



## **WHAT IS PRESTO?**

PRESTO was founded in 2012 by Dr. Sachi Murasugi, with support from Dr. Linda Cockey. PRESTO was designed as a community-outreach program to serve music students from the greater Salisbury and surrounding Eastern Shore communities.

The program offers learners of all ages individual and small group lessons in piano, strings, voice, guitar, percussion, theatre, and some wind and brass instruments. We work closely with the Music, Theatre and Dance Department faculty and students.

## **HOW ARE LESSONS TAUGHT?**

Lessons are taught by either professionals – faculty or vetted regional musicians – OR by trained and gifted Salisbury University students. SU student instructors are selected by faculty advisors with whom they may consult concerning pedagogy or repertoire.

After enrolling online, a student is assigned an instructor. The instructor will call the student/parent to create a customized weekly lesson schedule for late afternoon, evening or Saturday morning. Lessons are held in Fulton Hall on the Salisbury University campus (or, if arranged with your instructor, lessons may be given virtually.)

## Meet Lacey Robinson



An avid supporter of music and musicians, especially teaching musicians, Lacey is the mother of two adult daughters, both trained and teaching in the musical arts and theatre fields. She served as the first manager of the Salisbury Symphony Orchestra, where she fell in love with the process of making music by being the background facilitator for musicians of all walks of life – novice to professional.

Serving as manager of PRESTO since 2017, Lacey finds satisfaction in managing the day-to-day administrative tasks for our instructors, allowing them more time for rewarding experiences with our students.

The PRESTO manager keeps track of enrollment, tuition payments, hiring protocol through human resources (all prospective instructors need to be vetted or personally interviewed by at least one music faculty), instructor payroll, financial assistance, grant preparation assistance and all details for the performance recital in the Great Hall of Holloway Hall. The PRESTO manager reports directly to the chair of the Department of Music, Theatre and Dance.

### CONTACT INFORMATION:

- Office: 410-548-2985
- Cell: 410-726-6935
- [lrobinson@salisbury.edu](mailto:lrobinson@salisbury.edu)

## Lesson Types & Scheduling



### **INDIVIDUAL LESSONS**

Individual lessons can be for 30, 45 or 60 minutes depending on the interest of the student. Lessons are held once each week.

### **GROUP LESSONS**

When available, group lessons can be for 30, 45 or 60 minutes. Lessons are held once each week.

### **SCHEDULING**

Scheduling for lessons is flexible. Upon registering, the appropriate instructor will be sent your contact information to decide on a mutually agreeable date and time for weekly lessons.

Lessons begin the second week of the SU semester and continue for 12 weeks – usually until one week before the end-of-semester recital to accommodate make-up lessons.

## Attendance Policy



Regular attendance is expected of all students. Exceptions include instructors absences and school closings. *If SU is closed, there will be no lessons.* Students are allowed **one excused absence** per term, which will be made up during the last week of the term or at the instructor's convenience. **The instructor must receive notice of the absence at least 24 hours prior to the scheduled lesson time in order to be considered an excused absence.** Any excused absence may be made up at the discretion of the instructor. Unexcused absences are not required to be made up.

Instructor absences (due to illness) will be made up at the convenience of both student and Instructor.

## Teaching Method & Best Practices .....



Instructors will decide what repertoire to teach depending on the age, experience and goals of the student. Students are encouraged to provide input as to their desired method.

Instructors will most likely provide some material at the beginning to get the student started (this can be anything from method books to sheet music depending on the needs of the student). However, students are responsible for purchasing their own music as suggested by the instructor to avoid issues with copyright law.

### **SCHEDULING**

Potential students must register before being assigned a instructor. After registration, the PRESTO manager will provide the instructor with the student/parent contact information to communicate directly about lesson scheduling. Please be reminded that **students may NOT start lessons until registration and payment are complete**. Please refer to the website at [www.salisbury.edu/presto](http://www.salisbury.edu/presto) or call Lacey Robinson, PRESTO manager, at 410-548-2985 (office) or 410-726-6935 (cell) for registration information.

Please establish preferred communication – phone or email – with your instructor. This will allow you to easily cancel or reschedule lessons should the need arise.

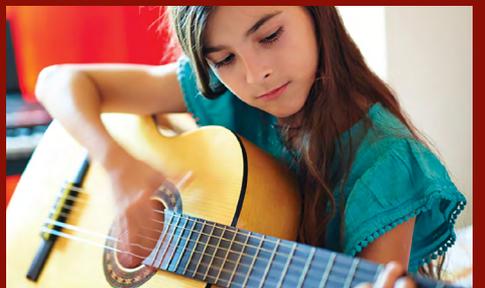
All in-person lessons will be held in Fulton Hall on the campus of Salisbury University. Your instructor will receive a room assignment to be used at each lesson. If a change in room assignment is necessary, you will be notified by your instructor. (Some instructors may still offer virtual lessons – these need to be arranged at registration.)

## ..... Student/Parent Participation Policy

Salisbury University (hereafter referred to as the University) PRESTO is a performing arts education outreach program offered to the community to provide instruction to students of all ages, levels and activities. In consideration of being permitted to participate in PRESTO in conjunction with Salisbury University, PRESTO students (and parents/guardians of students where the student is a minor) are advised of the following:

- Participation in PRESTO is wholly voluntary. If lessons are given on SU's campus, students may be dropped off at Fulton Hall during the time of instruction or parents/guardians who accompany students may wait on the University campus while the student attends the lesson.
- If lessons are given on SU's campus, the University is not responsible for the safety or well-being, nor for any damages, losses or injuries of any PRESTO student or person(s) attending the PRESTO program with a student while on the University campus, except as may be caused by the negligence or actual malice of the University employees and agents.
- The student (or parent/guardian of a minor student) agrees not to bring any legal or other action or make any claim against the University, its employees or agents for any injury, damage or loss while participating in PRESTO and agrees to release the University and its employees and agents from any such claims that are in any way connected to participation in PRESTO. If the student (or parent/guardian) does not agree to so release and indemnify the University, the student may not participate in PRESTO.
- A student who has any physical or other medical condition that may require special accommodation (or a parent/guardian with knowledge of such condition of a minor student) must notify the PRESTO manager upon registration and prior to beginning any participation in PRESTO. In such cases, the University will engage in an interactive process with the student (or parent/guardian) to determine whether a reasonable accommodation is available.
- The University reserves the right to decline to accept or retain a student in PRESTO at any time should the actions or the general behavior of the student impede PRESTO or the rights or welfare of any person. Should the student's conduct, or the conduct of any person accompanying the student, violate any law or University policy, the University may require the student or any other person to immediately leave the premises and not return to the PRESTO program.
- The University may take photographs or make recordings of the student for publicity or marketing purposes for PRESTO. In this event, the University will request written permission for use of the student's likeness prior to use.
- The University retains the right to require the student or parent of the student to sign a liability waiver prior to participation in PRESTO.

## Contact Information .....



### *Welcome aboard!*

We look forward to having you join us for an exceptional musical experience.

Please contact PRESTO Manager Lacey Robinson with any questions, concerns or suggestions:

- Office: 410-548-2985
- Cell: 410-726-6935
- llrobinson@salisbury.edu

You may also find more information on the University website:

**[www.salisbury.edu/presto](http://www.salisbury.edu/presto)**

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SU is an Equal Opportunity/AA/Title IX university and provides reasonable accommodation given sufficient notice to the University office or staff sponsoring the event or program. For more information regarding SU's policies and procedures, please visit [www.salisbury.edu/equity](http://www.salisbury.edu/equity).