Instructions for Lessons
With a Visiting Instructor

Allows you to study with a specialized instructor, who means a great deal to you while studying at Teachers College.

STEP ONE—get approval from TC faculty to work with your particular instructor. To do this:

1. Complete the Visiting Instructor form (below).
2. Attach the instructor’s CV (CVs only, please—no bios or screenshots from websites permitted).
3. Submit the Visiting Instructor form and CV via email to Dr. Goffi-Fynn (jcg21@tc.columbia.edu) and Amy Wolf, (awolf@tc.columbia.edu).

**VERY IMPORTANT—this approval process must be begun at least six weeks before the start of the semester. There is much to be done to onboard an approved instructor to the TC system, so this six week lead time is essential.**

4. You will receive confirmation of your request and comments and/or approval very soon after.
5. Your approved visiting instructor will receive communication from Dr. Goffi-Fynn and Amy Wolf regarding pedagogical and administrative concerns for the semester. Amy Wolf will also work with your instructor to be sure he/she is compensated for teaching.

STEP TWO—register for lessons. To do this:

Complete a brief online survey, found on the lessons page on the Music Education website. Note that this survey is live only during the regular registration period. Here is where you can find it: http://www.tc.columbia.edu/arts-and-humanities/music-and-music-education/music-lessons/

In the "Preferred Instructor?" field, please note the name of your requested instructor (i.e. "Yo-Yo Ma, Visiting Instructor").

After you've submitted your survey, Amy Wolf will reach out with instructions on how to register.

Additional Notes:

- Lessons should begin after the add/drop deadline. (Check TC's Academic Calendar)
- Lessons are for two credits
Applied Lessons: Request for Visiting Instructor Form

All Visiting Instructor forms must be submitted at least 6 weeks prior to the start of lessons. Lessons begin after the add/drop deadline each semester.

Students Name:       Requested Instructor’s Name:

TC ID:               Instrument:

Instructor’s Contact Information:

Address:

Email:

Phone:

Does the Instructor live in the tristate area?  Yes  No

Briefly state why you would like to study with this instructor:

Which semesters would you like to take lessons with this instructor? (i.e. Fall 2018 and Spring 2019; Just Fall 2018).

Attach the instructor’s CV to this form and email to Dr. Jeanne Goffi-Fynn (jcg21@tc.columbia.edu) and Amy Wolf (awolf@tc.columbia.edu).