

Dan
Inglis
Voice
and
Piano
Studio



Basic Information and Policies

Updated October 2021

Before scheduling lessons, please read this packet, then sign and return the Statement of Agreement on page 8.

Education

Estill Voice Training Master Trainer

(formerly known as “Certified Master Teacher”)

Estill Voice International, June 2013

Massachusetts K-12 Music Educator License

University of Massachusetts at Amherst, February 2007

Choral, instrumental, and general music

Bachelor of Arts in music

Hampshire College, May 2004

Thesis: “Talent and Being ‘Good’ In Music”

Recital: “How Can I Keep From Singing?”

Résumé, curriculum vitae and references available upon request



Professional Activity

When not teaching, I maintain an active and diverse freelance calendar. I serve as Director of Music and Organist at First Church of Christ in Longmeadow and as a charter tenor of the Illuminati Vocal Arts Ensemble. Recent work has included directing the Hampshire College Chorus prior to Hampshire’s financial crisis, organ and piano with rock band Matt Byrde, and professional opera chorus and cameo appearances.

Online Lessons

Starting in March 2020, we have operated all online. Here are the best practices that have emerged for us.

- Zoom: we primarily use Zoom for the actual lesson. You will need my Zoom number, 931 200 1368. I will share the password for our meeting as we begin. Please download and install the Zoom client (free) if you have not done so already.

- Audio/video setup: You are likely to already own all the hardware you will need to have productive lessons. I recommend having headphones or earbuds available, although we often don't need to use them. If you do have funds to improve your setup, I will be happy to help you choose equipment that is right for your needs.
- Digital workspace: the best workspaces for lessons have two screens, often a computer and a phone. This way, the student can have the video call on the main device, play a recording on the secondary device, and easily control the distance from the secondary device's speaker to the microphone.
- Google Classroom: We use this not for graded assignments, but as a platform for digital resources. All participants in Google Classroom classes need to be email addresses with the same domain as the teacher. In our case, the domain is simply @gmail.com. No other email addresses can receive invitations. I recommend signing into Google Classroom on a secondary device while hosting the Zoom call on your main device.

Payment

Effective March 1, 2020, rates are as follows:

<u>Duration</u>	<u>Individual Rate</u>	<u>Low-Income Discount</u>	<u>Bulk Prepayment Discount</u>
30 minutes	\$30	\$5 (\$25)	\$10 per 4 lessons (\$110)
45 minutes	\$45	\$5 (\$40)	\$15 per 4 lessons (\$165)
60 minutes	\$60	\$5 (\$55)	\$20 per 4 lessons (\$220)

- Your first lesson is free (some graciously insist on paying).
- Payment options: personal or monthly bank checks written to "Dan Inglis" mailed to my home address, Venmo @Dan-Inglis, PayPal dan.inglis.music@gmail.com, CashApp \$DanInglisVoice, or the Square store, <https://mkt.com/daninglisvoicepiano>.
- Please make a habit of handling payment before the lesson begins. All payments are nonrefundable.
- I reserve the right to wait to begin your lesson until payment has been received. I am unable to operate accounts on credit (i.e., in the red).
- Kindly expect to spend about 5 minutes of the lesson handling logistics, allowing me a quick restroom or water break if needed, settling in, and leaving.
- If you plan to discontinue lessons for any reason, please give at least 2 weeks' notice.
- Hampshire College students: if you enroll for credit, understand that you are committing to pay for the entire term, even if you later choose to drop/withdraw or take a No Eval. No evaluation will be posted until any outstanding lesson or other fees are paid.

24-Hour Cancellation Policy

**If you need to cancel a lesson,
notify me as soon as you reasonably can,
at least 24 hours before the lesson begins.**

- Snow: I close my in-person lessons along with their respective public school districts. On such a snow day, lessons are automatically canceled and are not billed. If the school district in question does not close, but your college, school district, or bus system closes, please call me to confirm. If you are not snowed in and still want a lesson, I may be available.
- Illness: I will credit one sick cancellation for legitimate illness per eight actual lessons. A "legitimate illness" is defined as any illness that also causes you to miss school or work. A busy week, vocal abuse, and insufficient practice are not "legitimate illnesses." If you are ill, try to call ahead of the 24-hour mark so we can save your sick cancellation for later.
- Severe emergencies: there is no charge for a no-show due to hospitalization of yourself or a loved one, bereavement, or other real emergencies. In a real emergency, may your safety and well-being and that of your loved ones be the only things on your mind.
- "No-Shows": A "no-show," a lesson canceled fewer than 24 hours before the start of the lesson without one of the above emergencies, will be charged at the full price of the lesson, due

immediately. No-shows are rude and negatively affect me and all my other clients. Repeated no-shows are unacceptable. I use a “three strikes” policy: in the event of a third no-show, I will discontinue your appointments for 3 months (or for the semester for college students, with a fail/no evaluation). This discontinuation does not substitute for any payment due. After that time, if a slot is available, we may resume.

Curriculum and Materials

Your course of study will be unique, selected and updated in alignment with your goals. You are responsible for the cost of any materials. I may provide certain materials free and always mention a charge if there is one. Please maximize lesson time by using a system that works, getting necessary materials quickly, keeping them in a consistent place, and bringing them to each lesson along with any payment due.

Items you may need include but are not limited to: Estill Voice Training workbooks or course materials, other books and recordings; smartphone apps; a microphone and amp; professional quality headphones; a music stand, mic stand, or guitar stand; a binder or notebook for paper assignments; and a bag just for lesson materials.

As of January 2020, I recommend the following iPhone apps. Some of the same apps may be available for Android devices, but some are not. To make the most of lesson time, I recommend you install and try out the relevant free apps now, then plan to purchase other apps as needed.

- Voice recording: Voice Memos (native, free)
- Chromatic tuner: Pano Tuner (sic - not “piano” but “pano”) (free or \$1.99)
- Chromatic tuner: TonalEnergy Tuner & Metronome (\$3.99)
- Keyboard: The Piano Free - Impala Studios (free)
- Metronomes (beginning): Metronome: Tempo Lite (free)
- Metronomes (advanced workhorse): Tempo Advance (\$3.99)
- Metronomes (advanced for polyrhythms): PolyTrome (\$1.99)
- DIVPS vocal technique and “PracticeWith” recordings: Google Classroom (free, requires @gmail.com email address)
- Transcription and practicing suite: Anytune Pro+ (\$14.99)
- Ear training and aural skills: Chet - Hirsh Group LLC (free)
- Sight singing and tuning: Ella - Hirsh Group LLC (free)
- Sight singing drill: Sight Reading Factory - Gracenotes, LLC (free)
- Basic staff reading drill: Piano Note Tutor - awefawe (free)
- Basic staff reading drill: Notes! - Learn To Read Music - Visions Encoded Inc. (\$3.99)
- Rhythm drill: Rhythm Sight Reading Trainer - Rolfs Apps (\$2.99)
- Spectrogram: Live Spectrogram - Krueger Systems, Inc. (\$1.99)
- Lyric display for performing: Setlists - Bombing Brain Interactive (free/\$19.99 upgrade)
- Digital Audio Workstation: GarageBand (native, free)
- Score library: forScore - forScore, LLC (\$14.99)
- Document scanner: TurboScan or TurboScan Pro - Piksoft Inc. (free or \$5.99)

Websites

- <https://daninglismusic.com> - The Studio’s internal website for scheduling, billing, links and resources. Please start your profile there now if you have not done so. Please manage your e-mail settings so that you do receive the occasional scheduling, billing, or other email from “Dan Inglis via Music Teacher’s Helper.” I never sell or share email addresses.
- www.facebook.com/DanInglisVoicePiano - public events, announcements, and buzz.
- <https://mkt.com/daninglisvoicepiano> - the Studio’s online Square store for credit card payment.
- Dropbox or Google Drive to share any recordings we make or other useful files.
- <https://www.youtube.com/c/DanInglisVoicePiano>.
- @DanInglisVoice on Twitter.

Scheduling

Each August, and again in January or May as needed, I build a new schedule to accommodate all students. I will ask for your prompt email communication at that time. I may also routinely request an updated “free/busy” availability for my relevant teaching days.

Occasionally, you may need to take a temporary or indefinite hiatus from lessons. I will work with you to make this break as easy as possible. Please understand that I will not be able to hold your weekly slot during a hiatus of more than 2 weeks.

Punctuality

Lessons start and end promptly and are charged according to their scheduled length. Don't be late! If you must be late, please call or text if at all possible. Lessons starting late will still end at their allotted time.

Open Studio Policy

The long and mostly venerable tradition of one-on-one vocal pedagogy has many colorful stories. In the past, teachers we would now consider abusive would forbid their students from meaningful pedagogical contact with other teachers. One such “master” insisted, “*No one* watches me teach!” I believe that transparency is a requirement for professionalism. At your discretion, your parents or other guests are welcome at your lesson. I bill the same no matter how many people attend.

This studio follows the words of the American Academy of Teachers of Singing in their paper “Finding the Perfect Teacher”: “the student must be realistic, honestly assess individual needs, and seek appropriate strengths in the teacher.” Committing to pursuing your learning process with a teacher you trust is an important decision. I encourage you to weigh your options and choose the teacher you feel is the best fit for you. Whether you are currently working with me or considering coming to me from another studio, I also encourage you to be open and honest about this decision with your teacher. Teachers serve students. A teacher deserving your respect and loyalty will want to support you discerning the best possible path for your long-term growth.

Confidentiality

We call them “private lessons” for a reason. What happens in your lesson belongs to you and is meant in service to your learning path. You are welcome to share all about it, but I do not, except with your consent.

I operate the DIVPS from the United States, where the Family Educational Rights & Privacy Act (FERPA) governs all educational entities that receive U.S. government funding. Although I operate in private practice and do not receive federal funds, I comply with FERPA and my colleagues' best practices for disclosing information about students to their parents. Put simply, I may freely communicate with a parent about a minor (under 18), but once a child is 18 years old, information about their education becomes their domain and I cannot share it, even with a parent, without their consent.

Course Credit

Hampshire College students can enroll with me for pass/fail credit. Get a form from Central Records or theHub and leave time to acquire all the appropriate signatures. Select “Adjunct Faculty” on this form. I am happy to write you an evaluation at the end of the semester and will ask for your self-eval and course eval in return. *By enrolling for credit, you commit to pay for the entire semester. If any amount remains unpaid at the end of the semester, evaluations will not be submitted until your account is cleared in full, including all lesson fees and any other charges.*

Vocal Health

For singers: your vocal health is your responsibility at all times. While I am highly trained as a singer and voice teacher, I do not diagnose or treat medical conditions, nor can I or will I act as a physician, an ENT, a laryngologist, a speech-language pathologist, or a voice or physical therapist. If you or I have significant concerns about your vocal health, I strongly recommend that you consult a laryngologist for a “clean bill of health” prior to engaging in any strenuous vocal activity or taking voice lessons. I reserve the right to refrain from working with you before you have done so.

Taking care of your voice is important for anyone and especially a singer. I fully expect that while

you are taking lessons you will take excellent care of your voice and body, being honest and upfront with me if you've done anything that hurts it. Please be considerate of my time and your money by answering honestly if you choose to answer questions about your age, diet, sleep, vocal use, and use of caffeine, alcohol, nicotine, or other drugs. I am here to help and serve you.

I appreciate post-therapeutic referrals from a number of clinics. If you have been "scoped," I always enjoy and appreciate the chance to look at the materials, help you understand and carry out your laryngologist's or voice therapist's instructions, and tailor our post-therapeutic voice training plan according to what we see. Sharing your health information with me is strictly voluntary.

Referrals

The Studio has always thrived on your referrals, and I'm pleased to reward you for sending your friends along. After your referral has their fifth paid lesson, your next lesson is free. Thank you for your referrals, past and future!

Feedback

It is my honor to work with you. I always welcome your feedback and want to make your lesson experience productive, professional, and enjoyable. Please find a "Studio Feedback Form" on page 7 of this packet and feel free to call (9 am - 9 pm) or email at any time.

Optional and Voluntary Model Release Form

Most lessons involve no recording on my end. I will never record any part of a lesson without your explicit knowledge and permission. If or when it does become appropriate for us to make any visual or sound recordings of you, I will need a signed Model Release Form on file from you (or your parent or legal guardian if you are a minor). For example, during your lesson, you may choose or agree to voluntarily make a sound recording for your own use in practicing. When possible, I usually encourage people to make these lesson recordings on their own devices so that I never possess the recording and do not need this form. Another example is a Studio workshop, recital, or other public event. Legally, anyone who is in a public space lacks a "reasonable expectation of privacy" and may expect to be recorded; however, before you participate as a performer in such optional public events, I also ask for a signed Model Release Form.

Making the Most of Your Lesson

"Discipline is remembering what you really want."

Private music instruction can be a costly weekly hobby, or it can profoundly change your life. I offer private lessons because I love to share their transformative potential. Private instruction can teach self-discipline for all areas, train the body and mind to extend each person's potential, and offer lifelong access to music, a source of emotional nourishment and cleansing.

In order to maximize the benefit of private lessons, I encourage "the four P's": practice, preparation, punctuality, and professionalism. Perhaps most importantly, you will learn quickly by making practicing (also known as music making, the whole reason you're here) a part of your schedule for each day. Developing a comfortable routine and then journeying away from it to find still greater learning is an enjoyable and demanding process; please feel free to call on me as a guide as you do so. May this time be an enjoyable respite from external stresses and a site where you feel empowered to take on the challenge of pursuing your goals with vigor.

In hopes for a fruitful working relationship and for all your future study, I also offer the following list of habits and qualities I have observed in many successful students over the years.

My Most Successful Students

find situations that make their voices feel and sound great
are thoughtful about technique, style, and performance
voice questions and reservations aloud during lessons
find and use successful processes for learning music
create or find frequent performance opportunities
find and develop relationships with musical peers
commit to and hone a well-defined body of music
prepare for and make the most of each lesson
feed their ears - enjoy lots of recorded music
attend performances frequently and avidly
warm up before lessons whenever possible
know and communicate what they want
find or buy necessary resources quickly
have a desire to connect with audiences
evolve and use a daily practice routine
perform and even practice memorized
bring alive the words they are singing
play or study at least one instrument
work regularly with other musicians
reflect on performances afterward
listen carefully to all suggestions
stay committed to their goals
develop close listening skills
leave their egos at the door
are willing to try anything
make no excuses
love to sing



Studio Feedback Form

The information you can provide below is unique to you and valuable to me. I encourage you to be candid - I want to be better at my job. Unless you specify otherwise, I may use this information in an anonymous and non-identifying way to improve my teaching and my business and in promotional materials. Thank you for taking the time to provide feedback.

Pursuing Your Goals

What were your initial goals for study? Have you achieved them? What are your goals now?

How have your lessons affected your voice habits and skills?

Improving Instruction

What content areas, instruction formats, or activities have been most beneficial or helpful to you?

How can I improve my instruction?

Please rate the importance of the following resources in your study:

1. irrelevant/haven't used 2. not important 3. somewhat important 4. important 5. crucial

Print resources	1	2	3	4	5
Web resources	1	2	3	4	5
Lessons	1	2	3	4	5
Your own notes	1	2	3	4	5
Classes	1	2	3	4	5
Recitals	1	2	3	4	5
Other events	1	2	3	4	5

Improving the Student Experience

What would make the scheduling or business side easier for you?

What would make recitals, classes, or other special events better?

And Finally

What's next for you and your voice?

Based on your experience, will you recommend the Dan Inglis Voice & Piano Studio to your friends? Why?

Thank you for the opportunity to work with you.

Basic Information and Policies

Statement Of Agreement

By scheduling lessons in the Dan Inglis Voice and Piano Studio, you indicate your understanding and acceptance of the above "Basic Information and Policies," updated June 2020. Please sign below to confirm that you understand this.

I certify that I have read, understand, and agree to abide by the policies in the packet "Dan Inglis Voice and Piano Studio: Basic Information and Policies."

- I understand that, in order to cancel a lesson, I need to notify Dan more than 24 hours ahead, and that failure to do so will obligate me to pay the entire amount of the lesson fee, due at the time of the scheduled lesson.
- I understand that the Dan Inglis Voice and Piano Studio follows Northampton Public Schools for MWF snow closings and Longmeadow Public Schools for TTh snow closings.
- I understand that Dan is neither a medical professional nor a voice therapist and that my vocal health is my responsibility at all times.
- I agree that under no circumstances will I leave my child's sibling or any other child unattended in the studio or vicinity.
- I agree to make payments on time and understand that a lesson may not start until paid.

Name _____ *Date* _____

Parent/guardian of minor _____ *Date* _____

Parent/guardian of minor _____ *Date* _____

Home address _____

E-mail address _____ *Phone number* _____

Food or environmental allergies _____

Emergency name and contact _____