

Tab 1

Side by Side Arts: Tutor Guide

[Appy here!](#)

As a tutor, you play an important role in shaping the young musician community! We're excited to help you prepare for group and private lessons.

Group lessons, held on weekends, are typically **45 minutes** and cover technique, musicality, history, theory, and more. You may indicate whichever ones you have interest in on the form, and an official sign-up form will be sent later. Private lessons, also held weekly, are typically **30-45 minutes** and scheduled independently with each student.

Service Hours

Tutors may earn service hours for teaching students. Since Side by Side Arts is a youth-led initiative, we utilize a self reporting system.

Tutors may maintain an internal log (Date, Student Name, Length of Lesson) to collect volunteer hours. At the end of each month, tutors must submit their total hours via the [Volunteer Hour Submission Form](#). By submitting hours, the tutor consents to Side by Side Arts occasionally contacting their student to verify that meetings occurred, if necessary. Once hours are submitted and reviewed, the organization will provide a signed PDF verification letter upon request for school or scholarship purposes.

501(c)(3) Disclaimer

Side by Side Arts is a student-led community organization. We do not currently hold 501(c)(3) status. While most schools accept our hours, it is the responsibility of the student to confirm with their specific institution whether non-501(c)(3) hours are eligible for credit. In the future, we are planning to pursue a 501(c)(3) status, so stay tuned!

Group Lessons Advice

Here are some basic tips for teaching small group music classes of different levels and instruments! Use these as a starting point, and feel free to adjust as needed.

Before the Session

- In general, follow our [lesson plans](#) and make adjustments if needed. Go through what you need to know and familiarize yourself with the lesson.
- If you'd like, create a Canva or presentation to serve as a visual while you teach. Explore previous ones we've used [HERE!](#)

Beginning of the Session

- If in a new group, introduce yourself in an informal manner and have students introduce themselves to you quickly
- Set expectations
 - When to stay muted
 - How to ask questions (raise hand reaction on Zoom)
 - Use chat for private questions
- Do a quick icebreaker
 - Music or non-music, we can provide some if needed

- Give a simple overview

During the Session

- Monitor the chat- students love using it!
- If you made a presentation, share your screen and present it
- Keep everyone engaged by asking questions to the group
- Have breaks 20-25 minutes into the lesson

Ending the Session

- Say something like: “That’s all the time we have for today.”
- Give a quick summary
- Ask for questions
- End on a positive note

Private Tutoring Session Advice

We’ve compiled some basic tips for teaching young students! Feel free to use these as a starting point, and don’t hesitate to go off the tracks of what we’ve listed.

General tips

- Don’t talk over a student while they’re playing. There will be audio lag, so wait until after they’re finished to give feedback.
- Confirm the time zone! We typically utilize Eastern Time for all events.
- Speak clearly and slowly, and be enthusiastic!
- If there are audio problems, use headphones that have a microphone attached to them. If you’re on Zoom, have your student turn OFF echo cancellation and turn ON their original sound for musicians.

- If you have questions, email us or ask other tutors in a group chat that will be created!

Before the Session

- Listen to the piece the student would like to play for you online.
- Look at the sheet music the parent has sent you a picture of and print it out.
- If they haven't sent it to you, try looking for it on imslp (imslp.org). If it's not there, refer to sections by playing or singing them instead of by measure numbers.
- Get a pencil! You'll be writing things down that they can improve on while they play.

Beginning of the Session

- Introduce yourself! Make the student comfortable. Share how excited you are to be helping them.
- Get to know the student! Ask how long they've been playing, if they play/sing in their school ensemble, if they have any hobbies outside of music, etc.
- Give a brief overview of how the session will go: you'll listen to them play, then give them some feedback on how to sound even better!
- To get started, you could say, "So, what piece do you have prepared for me today?"

During the Session

- Be enthusiastic and remember to smile!
- Listen to them play the piece for you and wait for them to stop playing before you offer feedback.
- Write down anything they could improve on while they play.

- Examples of things to listen for: tone, note accuracy, rhythm, dynamics, articulation, tempo, posture, breathing, intonation, vibrato, musicality, phrasing, style (ex: baroque vs. romantic), character/mood/tone
- When the student gets to the end of a phrase and you already have enough feedback, gently ask them to stop.
- Refer to specific parts in the music and offer constructive criticism. Ask the student to play it again but with your feedback in mind
- If you have the music, refer to sections by the line and measure numbers.
 - Ex: Line 4 from the top, measure 7
- If you don't have music, sing or play the part that you are referring to

Ending the Session

- Say something like, "I think that's all the time that we have for today."
- Give them a summary of everything you covered
- Ask if they have any questions and what they can work on during the week.
- If you run out of feedback, try teaching the student a new technique or new notes, or ask if they have anything else to play for you.

[Appy here!](#)

Please email **arts.sidebyside@gmail.com** with any questions.