

SAA Institute Guidelines



A Suzuki Institute is an event lasting four full consecutive days or longer where the program's emphasis centers on the Suzuki repertoire. When teacher training core courses are included, this portion of the Institute will last a minimum of 8 days for Unit 1 (plus an additional day, if ECC is offered), and a minimum of 5 days for Units 2 and above.

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I. Application Procedure and Deadlines

- A. **Application deadline is October 15** for Institutes to be held during June, July, and August of the following year. Late applications (those postmarked October 16th or later) will not be considered under most circumstances. Applications by Established Institutes (see Section II) posted on or before the October 15th deadline may consider themselves approved by October 30, unless otherwise notified by the SAA. (Approval of new institutes requires up to a month in cases where a conflict with Established Institutes is noted.) Approved institute listings will be published on the SAA Website after October 15.
- B. **Application fee of \$120 US/CAN* is due October 15** and is payable to the SAA. 50% of the fee is refundable if an Institute is not approved.

*All fees paid in CDN \$ may be subject to adjustment in alignment with exchange rates.
- C. **Detailed institute information** can be submitted at any time between October 15 and January 15. Once updated, this information will become publically visible. Institutes are encouraged to submit student program details, fees, housing, and other relevant information as soon as it becomes available.
- D. **Deadlines for Optional Institute Email Advertisements** The SAA will send out three email advertisements for each month of summer institutes. All fees and files for institutes beginning in June must be received by December 15th to participate in this optional service. July institute information and fees are due Jan 10th and August institutes are due Feb 1st. Full information can be found at <https://suzukiassociation.org/partners/advertising/email/>.
- E. **Journal listing information must be posted by January 10** for publication in the Winter issue of the *American Suzuki Journal*. All changes to teacher workshop course offerings should be completed no later than this date.



- F. **Final faculty list is due by April 1.** All faculty should be determined and posted at this time.
- G. Each Institute is required to include in their final fees a student participation fee of \$3 US/CAN per student and SAA Teacher Workshop participation fees of \$15 US/CAN per teacher per course (all fees will be listed on the SAA online rosters). **Fees, rosters and other paperwork must be postmarked no later than 10 business days after the end of the institute.** If an Institute does not remit final paperwork and fees due after two contacts from the SAA office, future SAA approval of the Institute will be delayed or denied. Late fees will apply.
- H. Each Institute must add all registrants (including participants and auditors) for Teacher Workshop Courses to the SAA online rosters as soon as they enroll. Rosters must be provided to Trainers at the course start. A final copy of the roster must be signed by the Trainer at the end of the course, and **postmarked no later than 10 business days after the end of the institute.** Online Course Roster instructions can be found through this link: <https://suzukiassociation.org/partners/instructions/>. Final institute student counts must also be submitted through the course roster summary page: <https://suzukiassociation.org/partners/roster/>.

II. Established Institutes

- A. All previously established Institutes will inform the SAA Office of the proposed location and dates for the following year by **September 25**. Institutes complying with this requirement will retain priority based on continuous longevity in consideration of their subsequent application for approval. If an established Institute begins a rotating schedule of Institutes or takes a year off, it may retain its priority status by notifying the SAA office of the dates of their next Institute to be held the following year by the September deadline of their off year.
- B. A list of proposed Institutes, dates, and contact information for all Institutes meeting the deadline of September 25 will appear on the SAA website and in the fall issue of the Journal.
- C. Institutes may lose their status as an established institute under the following circumstances:
 1. The institute chooses to take two or more consecutive years off.
 2. Failure to pay any Institute fees by the stated deadlines.
 3. Change of any two of the following in the same year: director, location, dates, hosting organization, or major instrument offerings.

III. Institute Approval and Conflict Issues

- A. Full application must be **submitted/postmarked by October 15**. The SAA Office will review all applications, checking that guidelines are met and information is complete. This information will be sent privately to all Institute Directors.
- B. Each Director should look over the upcoming Institutes list with a view to possible conflicts in time, location, or changes in courses. If there is a concern about conflicts, please see IX below.



IV. Student Schedules and Offerings

- A. Student programs must be a minimum of 4 days in length.
- B. Students in Books 1-3 will be scheduled for events which involve their playing the Suzuki repertoire according to the following hour requirements:
 - 1. Strings/Flute/Recorder/Guitar/Brass: minimum of 3 hours per student each day of the institute (for a total of 12 hours minimum of Suzuki repertoire).
 - 2. Piano/Harp: minimum of 2 hours per student each day of the Institute (for a total of 8 hours minimum of Suzuki repertoire).
 - 3. The hours for the above will be selected from the following: lessons, technique classes, repertoire classes, and play-ins. One of the above listed daily hours may be either a recital, performance class, or concert.
 - 4. Class offerings that are non-Suzuki must be designated as non-Suzuki or supplementary.
- C. Students in Book 4 and up may be scheduled for any of the Suzuki activities listed in item 3 above, as well as for ensembles/orchestra.
- D. Additional enrichment courses or activities not listed above are acceptable but must be clearly identified as supplemental to the Suzuki courses required above.

V. Teacher Schedules and Offerings

- A. Teacher courses must follow guidelines in the Teacher Development Program Document and any supplementary teacher training documents provided.
- B. Brochure/Website Requirements
Inclusion of the following teacher training requirements is required for Institute brochures and websites:

Training Prerequisites and Course Order

To take Suzuki teacher training, teachers must be Active members of the SAA. Every Child Can! (ECC) is required prior to taking Unit 1. Courses must be taken in order through Unit 3: ECC, Unit 1, Unit 2, Unit 3. Once this sequence has been completed, taking units in order is highly recommended but not required.

Audition Requirement

To qualify as a participant in SAA Teacher Workshop unit courses, applicants must upload a video audition to the SAA, preferably well in advance of taking the course. Videos submitted at least 8 weeks prior to the course start date will receive a discounted audition fee; if submitted later than 8 weeks before the course, the regular audition fee will be required. Auditions for Unit 1 courses must be received **no later than 10 days prior to the course start date**. Auditions for all other Units must be **submitted and approved by the course start**.

Auditions submitted early have the advantage of an optional retry (with fees) within the stated deadlines if initial audition was not accepted. If auditions are not accepted, course work will not



be eligible for SAA registration. For further information, please see the SAA website at <https://suzukiassociation.org/teachers/training/audition/> to view the teacher video audition application form and instructions, or call the SAA toll free 1-888-378-9854.

Required Course Preparation

All teacher training participants are asked to prepare and memorize the repertoire to be studied to the point of fluent performance. Additionally, participants should be conversant with the ideas presented in Dr. Suzuki's book *Nurtured by Love*.

All participants will be performing Suzuki repertoire and other materials in class. Strings and woodwinds are expected to provide their own instruments. 100% attendance is required for registering the course along with any other course requirements set by the Teacher Trainer.

Each participant enrolled in a Unit 1 course will receive a letter from the SAA stating the preparation expectations and basic course components. Letters are emailed directly to each participant as they are added to the institute's online roster. Each letter is instrument-specific and covers information such as reading material, Suzuki books and CDs, piece preparation, and items to bring to the course.

Institutes are encouraged to complete roster listings promptly to allow participants to receive the SAA welcome letter with important instructions for preparing in advance for the course.

VI. Benefits and Services for Approved Institutes

- A. Priority in date and location scheduling as described above and in Conflict Resolution Guidelines.
- B. For established institutes meeting the September 25 deadline, dates, location, and contact information will be included in Fall Journal and on the SAA website.
- C. Complete Institute information for all approved Institutes will appear on the SAA Website no later than January 15.
- D. Detailed listings in the *American Suzuki Journal* Winter issue, with the SAA office reserving the right to review the accuracy of information and to reduce the quantity of material if necessary due to space limitations.
- E. A mailing list of up to 500 digital names or 400 printed names of the SAA membership at no cost. Additional names are available at a discount. See Mailing List Orders: <https://suzukiassociation.org/partners/advertising/mail-list/>.
- F. Optional Institute ad emails (See I. D. above and the following link: <https://suzukiassociation.org/partners/advertising/email/>). Institute ads for the ShortScore are not accepted.
- G. Organizational assistance and consultation from the SAA office, and a forum for Directors on the SAA website.



- H. Use of the special Institute logo. (SAA logo is not registered for use by Institutes and Workshops under its current trademark registration.)
- I. Only approved Institutes are eligible to offer Teacher Training Courses during June, July, and August. (Workshops in trainers' home studios and ECC courses are exempt from this restriction. Other occasional exceptions in may be considered.)
- J. Promotion of Institute offerings through all SAA communication channels. Note: Institutes may choose to submit layout ads for the *American Suzuki Journal*; they will receive a 10% courtesy discount.
- K. Participation in Institute sessions at retreats and conferences.
- L. Minijournal for all institute participants.

VII. Limitations for Non-Approved Institutes

- A. Non-sanctioned Suzuki summer programs/camps will not be permitted to advertise in the Institute (winter) issue of the *American Suzuki Journal* or obtain other materials from the SAA for their events.
- B. Non-approved Institutes and other programs and organizations are not permitted to sponsor SAA Teacher Workshop Courses during June, July, or the first 3 weeks of August. (See exception in VI. I. above.)

VIII. Additional Policies

- A. An ad hoc Institute Committee and/or the SAA staff will conduct follow-up studies when needed to verify conformity to the guidelines by programs approved for the summer via the Institute.
- B. Any questionnaires provided by the SAA office must be completed promptly and accurately. Statistical information and other Institute summary information will serve as a guide in evaluating established Institutes in subsequent years.
- C. All Directors of Institutes are required to be current SAA members and to follow all the guidelines provided by the SAA and to respond to the SAA queries in a timely manner.
- D. Faculty teaching Suzuki courses are required to be current Active (level) SAA members.
- E. Institutes are required to set up an SAA informational meeting for institute participants and to distribute to all participants SAA promotional materials as provided. In addition, an SAA Focus Group Meeting at an accessible time and place must be set up for Teacher Workshop participants and others who are interested. Feedback from Focus Group Meetings must be returned to the SAA office in a timely manner.



IX. Conflict Resolution Guidelines

If any Director perceives a conflict with his/her own Institute and he/she objects, then the procedure is as follows:

- A. First, communicate with the other Director to see if the conflict can be resolved
- B. Second, if any compromise or resolution involves a change in courses or programs, those changes should be given to the SAA immediately.
- C. Third, if a resolution cannot be reached, each director must report the objection in writing to the SAA Executive Director **postmarked by November 1**.
- D. An *ad hoc* Institute Approval Committee will be appointed as needed to rule on disputes related to Institute applications. All objections and appeals concerning applications which cannot be resolved by the parties involved must be presented to the committee. Additional materials in support of each party's position and all parties involved may also be requested by the Institute Approval Committee. All materials must be received by November 10. (See considerations below.)
- E. The Institute Approval Committee will reach a resolution by November 20, and the parties involved will be notified by the SAA Office.

Some Considerations regarding Institute conflicts:

In most situations, Institutes held within a 200 mile radius and within three weeks from the end of one to the beginning of the other will be subject to these considerations:

1. An Institute with greater longevity which has provided the SAA office with information on dates and location by September 25 will be considered the established Institute. The longevity of an Institute is determined by the length of time an Institute has been in the same geographic place (not necessarily on the same campus).

Note: Because occasionally an Institute has reason to change locations and because of the wide variation in population density in various geographic locations, any conflict of opinion regarding the longevity of an Institute on the basis of geographic location will be resolved by the Institute Approval Committee (see Section II C above).

2. Established Institutes have priority over newer Institutes seeking to offer the same curriculum, when a dispute arises.
3. In the case of competing Institutes without date priority, the Institute application with the earliest postmark may be given priority.

NOTE: Once your institute is approved, you will have access to the "Partners" area of the website, which includes detailed instructions for Institutes.

Guidelines Revision Process began Spring, 1991.

Revised Guidelines were put in place for 1993 Institutes.

Corrections and updates: 9/03, 8/04, 9/05, 10/06, 9/07, 9/08, 4/09, 9/09, 9/10, 1/14, 2/15, 8/15, 9/17, 2/20

