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Manual of Instructions for Teachers of the Florida W.P.A. Music Project

Federal Music Project

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The contribution to American culture of the Education program is so great that it will probably be another education before it can be measured. Its vital importance is recognized by many national music educators, such as Dr. Earl V. Moore, Dr. Howard Hanson, Edwin Huhes, Eric Dolan, and many others. Those who have given much of their valuable time, without compensation, to assist in the development of this teaching program have done a public service.

As part of our public program, the Music Education Projects find their greatest opportunity for service not in duplicating or conflicting with the work of private music teachers and institutions, but rather in complementing and assisting their services.

There are countless thousands more from whom music education is needed. Many who are unable to pay for lessons or for the lack of music teachers have had little opportunity for the development of latent talent and musical interests. It is with such groups that project teachers can be of the greatest service in helping to build a more artistic citizenry.

To have a part in this undertaking has always been recognized as a privilege and a responsibility. Now in the face of our national crisis with the enforced curtailments, it has become a real challenge—a challenge to carry on under difficult circumstances with greater zeal and steadily increasing efficiency.

It has never been the desire or plan to attempt to mold, the individual into a fixed pattern, but rather to encourage and develop the particular ability and personality of each teacher. However, certain mechanics of the program must proceed by fixed rules, and it is not only important but absolutely necessary that the general plan of operation be thoroughly understood.

James R. Black, State Supervisor
Harve Clemens, Project Technician
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EEROLLMENT AND SCHEDULING CLASSES

General

1. Private, individual lessons are not to be scheduled by project teachers. All project teaching is to be done in groups. This policy is not intended to curb the giving of individual help to students, but to restrict class teaching to the basic requirements of academic courses. However, non-class activities may be taught in private lessons, but they should be submitted to the class group. Each teacher is expected to supply music students with enough private periods in which they may receive assistance for the performance of their work. For the remainder of students one may in prepared for public performances. No one student should be encouraged to come to such “make-up” periods each week.

2. Project classes are not to be held in private homes.

Enrollment

1. Students in applied music classes (voice, theory and instrumental classes) must fill out and present a properly signed “Application for Admission to W.P.J. Music Project Classes,” Form 15, before being enrolled. This is to ensure that no students will be enrolled in W.P.J. classes who might otherwise study with outside teachers. Students in Public School music or Community Music organizations need not make such applications.

2. Regular rhythm band classes should not be formed of students above the Fourth Grade or over twelve years of age.

Scheduling Classes

1. Each teacher must work by a definite schedule. Advance schedules must be submitted to the supervisor for approval before any time may be worked.

2. Each teacher must work by a definite schedule. Advance schedules must be submitted to the supervisor for approval before any time may be worked.
2. At least 20 hours per week should be normally scheduled for actual teaching.

3. Up to 6 hours per week may be scheduled for teachers' training courses with the approval of the supervisor.

4. Additional hours may be scheduled with the supervisor's approval for retraining, taking courses, or other purposes directly connected to the work involved in preparing for the main project. Directors in general are expected to have at least one hour per week devoted to instructing potential helpers in all phases of the enterprise. In speaking situations and occasional group activities, they should be given an hour per week.

5. Classes of 46 minutes should be the rule for instrumental groups. No less than two classes a week for each group should be given. If 30-minute classes are necessary, three classes per week should be given.

6. No less than one class for retraining purposes per week should be given.

7. Classes of children should be formed of individuals of nearly the same age or ability group level.

8. Schedules for teachers and class groups are to be made on the forms provided for that purpose. (DPS Form 29 and OP 4 Form).
1. Teachers are paid on a "Fiscal Month" basis.
   A "Fiscal Month" is 28 consecutive days.

2. Project teachers are required to work 120 hours (teaching plus eligible non-teaching time) per Fiscal Month to earn their monthly wage.

3. 60 is the maximum number of hours to be worked in a single pay period, except when making up allowable lost time.

4. 8 hours is the maximum time which can be worked on any day--Any hours worked in excess of this will not be paid for.

5. 40 hours is the maximum number of hours which may be worked in any week (the first 7 consecutive days or the last 7 consecutive days of a pay period) in excess of which time is considered part of the week's work.

6. 45 is the total number of hours that may be accumulated as allowable lost time. Any excess of this amount will be disregarded.

7. Allowable lost time is time lost for the following reasons:
   (a) Suspension of project operation or non-operation for reasons over which the employee has no control.
   (b) Illness of employee.
   (c) Critical illness or death of a member of the employee's family.
   (d) Legal Holiday.
   (e) Exercise of voting franchise.
   (f) Other reasons authorized by Administration of the Work Projects Administration.

8. Allowable lost hours may be made up when the schedule for working such hours has been approved by the Supervisor.
Any appearance before the public is confined to students presented as representatives of the project.

1. No performance shall be given by the students in the project under the name of the project when admission fees are charged.

2. No benefit performances shall be given in the name of the project.

3. Demonstration classes and student recitals should be given as often as may be desirable to acquaint the public with the work of the project and to encourage student participation.

4. Supervisors should not influence students who are not project employees in their affairs or the way of the project, not to encourage the students to solicit for the project. Care should be taken not to influence students to solicit contributions.

ADVERTISING

Music Project employees shall not advertise for pupils.

HANDLING MONEY

Music Project employees must not handle money in any transaction with students, sponsors, or others whom they contact in carrying out the work of the project. Consult freely with your supervisor about such matters.
DOCUMENTS OF PROJECT SITE

- The following should be posted on the project site at all times:
  1. An official project sign.
  2. An up-to-date copy of the contractor's affiliation.

STATIONERY AND SUPPLIES

- All supplies for forms, envelopes, lanterns, etc., should be discussed with the supervisor.
- Such supplies should be used economically and economically.
- These costs for use on project work and not for personal use.

LIBRARY AND STUDY MATERIALS

- Books, pamphlets, journals, calendars of study, and every kind of surviving materials can be used in the project and incentive for the use of project materials. These materials are to be kept complete through the supervision.
The time report WPA form 501C is to be submitted by each teacher of the section of the last working period included in the payment period covered by the report. The form should be filled out as follows:

The heading will show the location of the project working site. The Teacher will indicate the number of the pay period, the daily work schedule, the employee's identification number, and the work period to which each day of work covered by the report will apply.

The form must show the employee's identification number and occupation as they appear on the notice to report to work (WP form 402). The odd row to which each day of work covered by the report will apply.

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1. Date to enter at the beginning of each successive day of the pay period. On the line marked 2, enter the number of hours scheduled under each date. Both teaching and approved non-teaching hours are to be entered as scheduled and the actual schedule submitted by the teacher. On the line marked 3, enter the number of hours scheduled but not worked, and enter both regular and subscripted lost time.

2. Hours worked, enter each day the number of hours worked in accordance with the hours scheduled. Enter lost time in the line marked 4. The number of hours included but not worked, and enter both regular and subscripted lost time.

3. In the last column of the form, enter the total number of hours worked by the employee and the total number of hours worked by the employee covered by the report. In the last column of the form, enter the total number of hours worked by the employee covered by the report. In the last column of the form, enter the total number of hours worked by the employee covered by the report. In the last column of the form, enter the total number of hours worked by the employee covered by the report.

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on the given schedule may be altered or moved later, any change in the periods in the teacher's schedule must be 
learned by the superintendent before being written on the 501 C. If so, 

Any schedule or any change, if the teacher's 

Report Sheet as being correct. For instance, if the teacher's 

Report Sheet is a given time, change and work to have in those hours 

same, the time will be used, and will be authorized above the 

name for the so-called work in the usual time. So that 

As before last year, the teacher's schedule or report must 

Any change of the schedule or work must be approved by the 
supervisor.
Form 29 is to be prepared by each teacher on the Florida Music Project. It should contain the report for the period covered by the report. The heading should contain the official project No. and work project No. The type of meeting place should be indicated according to the following key:

1. Public School building
2. Other public building
3. Community Center
4. Church
5. Private house
6. Other, as shown by the name as it appears on the payroll and the complete address of the work location.

For the line headed Period, enter the name of the month covered by the report.

Enter the subject according to the following classifications:

- Applied Music
- Theory
- Brass
- Woodwind
- String
- Percussion
- Piano
- Plectrum
- Ensemble, instrumental
- Ensemble, vocal
- Voice
- Miscellaneous
- Rudiments
- Solfege
- Harmony
- Counterpoint
- History of Music
- Appreciation
- Conducting

In community music groups, enter in Column J a description of the group, such as; third grade - 25 students, Adult Community Chorus, etc.

Enter race using W for white, N for negro, and 0 for other. Use F for female.
For the group music under Sex, enter the description for children in applied music. For other classes the general group description in column 1 is sufficient.

Under Class Meeting Dates enter the date of the month for each class meeting and put a P for present and an A for absent opposite each student's name.

When general groups appear in column 1, enter under the class meeting dates, the total number present.

On the line Daily Attendance, enter under each class meeting date, the total number of students present. On the line Teacher Hours, enter the number of hours of teaching devoted to the class on each meeting date.

At the end of the month enter the number of P's opposite each student's name under the column headed Total Attendance. Under Remarks, indicate students dropped and the reason.

In the foot of the form enter the number of meetings during the month and the average attendance per meeting. This figure will be found by dividing the total attendance by the number of meetings.

Enter the number of students who have attended one or more meetings during the month, further broken down into neuro and other.

Several classes in the same subject meeting on the same dates at the same meeting place may be reported on one DFS 29 form by bracketing together the names of the students in each group. A separate form must be used to report classes in different subjects or meeting in different locations unless such information may be indicated on the form, or on the back of the form.
<table>
<thead>
<tr>
<th>Work Project No.</th>
<th>Daily Attendance</th>
<th>Weekly Attendance</th>
<th>Average Attendance per Meeting</th>
<th>Total White Negro Other</th>
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INSTRUCTIONS FOR THE PREPARATION OF DPS FORM 31

Teachers having individual classes or groups for public appearances, on television, radio or other media, or any student who is to have public appearances, on the air or on the stage, or for television, must complete a form 31 at the end of the month. The heading should contain the name of the month, the teacher's name and the address of the working location. The form is self-explanatory.

Conductors of the WPA playing in public appearances shall also fill in DPS form 31. The new instructions apply, except that the form shall be submitted weekly and the period reported should be identified on the line headed Period from to.

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<table>
<thead>
<tr>
<th>Date</th>
<th>Project</th>
<th>Area</th>
<th>Sponsor</th>
<th>Estimated Number of Spectators</th>
</tr>
</thead>
</table>

Note: Under each event, give a brief statement concerning the event, public reception to it, assistance groups, etc.
INSTRUCTIONS for THE PREPARATION OF FORM-4, ADMIN. 

One copy of Form MP-4 is to be submitted by the teacher, in sufficient time to reach the Supervisor in advance of the work period covered. The teacher should review his schedule in order to enter the hours so scheduled. Such hours may be entered on the 501-C card, and in order that the work may be performed accurately, changes in schedule should be submitted in writing to the Supervisor in advance of their becoming effective. Changes in schedule are not permitted, unless necessary to project operations, or covered in the section on "allowable lost time." The heading is to be carefully filled in with the teacher's name, work project number, the Music Project to which the teacher reports, and the dates of the first and last days of the full pay period, (the latter is irrespective of the number of scheduled working days in the period).

Under the first column on the left of the page, headed Date, enter the date of each scheduled working day in the period. In the next column, enter the abbreviation of the day of the week corresponding to each date in Column 1. In the third column, under total hours per day, enter the full number of working hours scheduled for each day. When approved, those hours may be entered on the 501-C card as hours scheduled.

In the next column, enter the address of the working location or locations for each day, from the beginning to the ending hours of each continuous period of teaching, not showing separate periods for classes meeting in succession. In the last three columns, show all scheduled non-teaching activities and the hours at which such work is to be done. All preparatory non-teaching work should be carefully planned as class assignments. If there is not sufficient room on the form to describe such work fully, use the reverse side also.

At the foot of the form, enter the grand total of working hours scheduled for the period. "Allowable lost time" is to be scheduled in advance in the same manner as regular working assignments and need not be distinguished as such.

The line at the foot, headed Approved, is for use of the Supervisor only.
<table>
<thead>
<tr>
<th>Name</th>
<th>WPA No.</th>
<th>Name</th>
<th>WPA No.</th>
</tr>
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**PROJECTS MANAGEMENT**

**FLORIDA MUSIC PROJECT**

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**J,DV. P.NCE SCHEDUL. FOR PAY-PERIOD**

Beginnino... Ending... -

**Headquartes**

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**Date**

**Day**

**Total TEACHING (location)**

**NON-TEACHING (describe)**

**Total Hot Hours**

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<tr>
<th>From</th>
<th>To</th>
<th>From</th>
<th>To</th>
</tr>
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**Note**

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