The New Horizons Music Project

Planning Worksheet

Fill in dates in the table below, making adjustments to the time frame that make sense in your situation. If you have more than nine weeks before the start of classes, start working right away and give yourself more time for one or more of the tasks.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Task</th>
<th>Check When Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Planning meeting</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Start talking to people about the program and gather names and addresses of people who are interested</td>
<td></td>
</tr>
<tr>
<td>2-4</td>
<td></td>
<td>Select location</td>
<td></td>
</tr>
<tr>
<td>2-4</td>
<td></td>
<td>Determine the days and times of classes</td>
<td></td>
</tr>
<tr>
<td>2-4</td>
<td></td>
<td>Put together a tentative budget</td>
<td></td>
</tr>
<tr>
<td>2-4</td>
<td></td>
<td>Create press releases and notices</td>
<td></td>
</tr>
<tr>
<td>2-4</td>
<td></td>
<td>Set a time and date for the informational meeting</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Send out press releases and notices. Create a flyer to send to senior centers. Ask music teachers to announce the program. Send a notice for church bulletins, etc.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Informational meeting</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Planning meeting with teachers</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Second informational meeting, optional</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Registration and payment of fees</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Start of classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix

### Budget Planning Form

**Income**

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
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</tbody>
</table>

**Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend for director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stipend for teachers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensemble music</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rehearsal space rental, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concert space rental, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix

Planning Check List

Items with number of weeks or days in parenthesis indicate time before the start date, assuming the informational meeting is two weeks before the starting date. You may want to place these tasks or your alternates on your calendar. This schedule can be adjusted, depending on the time available. Ten weeks is about the shortest period into which the planning can be compressed.

____ Check to be sure that you have all of the latest resources from NAMM (8 weeks)
____ List of people to meet with for informal discussions (12 weeks)
____ Selection of a planning committee (11 weeks)
____ Send information to key people (10 weeks)
____ Schedule a planning meeting (10 weeks)
   ___ Date and time (8 weeks)
   ___ Location
   ___ List of participants
   ___ Written agenda, date to mail with confirmation of meeting.
____ Planning Committee Agenda (9 weeks)
   ___ Participating organizations
   ___ Selection of a director
   ___ List of possible teachers
   ___ Selection of location
   ___ Starting date
   ___ Tentative calendar
   ___ Schedule: Day and time of classes
   ___ Publicity plans
   ___ Create application form
____ Budget (7 weeks)
   ___ Create a budget based on conservative estimates
   ___ Set tuition fees and salaries
Appendix

___ Publicity plans (6 weeks)
   ___ Date, time, and location of informational meeting(s)
   ___ Press releases
   ___ List of newspapers to receive releases
   ___ Radio or television shows for possible appearances
   ___ Posters and notices to senior centers and retirement homes
   ___ Information to teacher organizations
   ___ Produce information sheet or brochure

___ Agreements with director and teacher (4 to 5 weeks)

___ Informational Meeting (1 to 2 weeks)
   ___ List of speakers
   ___ Time frame for presentations, questions, and refreshments
   ___ Presentation by music dealer on rental and purchase options
   ___ Agenda items

___ Teacher Workshop (1 week)
   ___ Develop a shared sense of mission
   ___ Discuss teaching procedures
   ___ Select a method book
   ___ Instructional goals and plans for the first 2 weeks

___ Create a check list for the first day of classes (1 week)
   ___ Confirmation re rooms and facilities
   ___ Confirmation letter to participants
   ___ Confirmation to teachers
   ___ Room setup
   ___ Review instructional goals for the first day and the first weeks
   ___ Don’t forget the coffee, tea, and donuts!
   ___ And don’t forget to enjoy it all!

Note: This list can serve as a starting point for getting organized; feel free to modify it. Make copies of it. Write in scheduled completion dates for all of the items. You may want to make a new version in a time line format or on a calendar.
New Horizons Band or Orchestra Director

Job Description

Education and Experience

Degree in music education and teaching experience.

Experience in teaching all of the woodwind, brass, and percussion instruments for band directors, and all of the string instruments for orchestra directors.

Familiarity with method books and ensemble repertoire for all levels.

Experience in group instruction, especially for mixed instrument groups.

Experience in programming for general audiences. If in doubt, ask to see programs the candidate has conducted.

Good standing with music teachers and music dealers who know his or her work.

Personal Qualities

Good sense of humor.

Must value creating a group that is inclusive rather than exclusive.

While everyone enjoys the accomplishment of performing as well as possible, excluding players or using methods that are intimidating or stressful to accomplish that goal is not acceptable.

Must be comfortable with including others in decision making, and responsive to the likes and dislikes of the musicians, both musical and non-musical.

Should value turning much of the operation of the ensemble over to volunteer members of the ensemble. This is especially important in consideration of the valuable experience of members.
**Responsibilities**

Conduct rehearsals and work cooperatively with teachers of smaller groups (sectionals, chamber music ensembles, etc.)

Select instructional books and music repertoire that members will enjoy. Periodically ask players which items and pieces they like and dislike.

Teach in a supportive and positive manner with good humor. A good guide is “Your best is good enough.”

The main goal of a New Horizons Band or Orchestra is to continually create entry points to music making for adults with no musical background and those with music making far in the past. It is essential for the director to make this a top priority.

The director should be comfortable sharing conducting responsibilities with other directors. This benefits the directors by providing flexibility to miss rehearsals or performances when necessary. Ensembles usually enjoy having more than one personality and teaching style.

Be available to conduct performances in the community one or two times per month on average.

Communicate with the national New Horizons organization.
New Horizons Music
Planning Meeting Agenda

1. The New Horizons Music concept

2. Director(s)

3. Teachers for group lessons

4. Target population

5. Days and times for classes

6. Locations for classes

7. Administrator for the startup

8. Tentative date for start of classes

9. Publicity resources
FOR IMMEDIATE RELEASE

Contact: Name
Organization
Phone Number

IT’S NEVER TOO LATE!

Innovative Program to Create ‘New Horizons’ for Beginning Musicians Over 50 Introduced in [INSERT NAME OF CITY]

City, ST (Month xx, 20xx)—The New Horizons Orchestra (NHO) is living proof that, when it comes to learning to play a musical instrument, it truly is “never too late.”

Most NHO members, who must be at least 50 years old, started taking music lessons only after passing their half-century birthday. Yet the New Horizons Music concept, the result of a groundbreaking music course at the University of Rochester’s (NY) Eastman School of Music, has become a popular performing ensemble in communities across the U.S., enticing amateur musicians ranging in age from their early fifties to mid-eighties. This fall, the program will launch in [CITY], [STATE], at [LOCATION NAME], [ADDRESS].

To kick off the NHO program, on [DATE], a “Play Day” will be hosted by [ORGANIZATION]. On this day, seniors will have the opportunity to try out various string, wind, and percussion instruments under the guidance of [NAME OF ORGANIZATION] teachers and other local music professionals.

Starting [DATE], the [NAME OF ORGANIZATION] will begin conducting formal music lessons for the NHO members. The lessons will be held at [LOCATION] on [DAYS] through [DATE], from [TIME]. Cost for the semester program is $[PRICE] (not including instrument rental). [NAME], [TITLE], at [ORGANIZATION], will serve as the NHO’s conductor, and [WHO] will serve as instructors.

Recent studies have determined that adults over 50 are the fastest growing segment of the population. According to [NAME OF YOUR ORCHESTRA DIRECTOR], NHO programs embrace this burgeoning group of Americans, offering an activity that seniors can easily adapt to fit their needs.

“The NHO program restores intellectual stimulation and opportunity that members had previously relied upon the workplace to provide,” said [NAME OF YOUR DIRECTOR]. In fact, some holy unions have even been formed. Charley and Rita Rose, both 80 years old, met while performing with the Rochester ensemble, and married last year.
New Horizons Orchestras Form Across the Country

The NHOs nationwide have confirmed the original convictions of creator Roy Ernst, Eastman music education professor, that music is an ideal activity for seniors. “Older adults have the time and motivation necessary to develop musical skills rapidly. In addition, performing music—especially in large groups—can improve health and quality of life,” said Ernst.

The pilot Eastman program in Rochester began in 1991. Sixty candidates responded to a local newspaper ad—twice the number expected. In the ensuing years, similar bands have popped up across the nation. To date, there are 350 New Horizons music members scattered throughout Milwaukee, WI; Indianapolis, ID; Iowa City, IA; Carefree, AZ; Madison, WI; and Winnetka, in addition to Rochester, NY. The program has even captured the hearts of senior musicians across the Pacific, with the formation of a NHO in Australia.

“Each of these chronologically gifted musicians have either met or exceeded their original expectations,” says Ernst. “A person in his or her seventies may not be able to develop the same level of technical skill that would have been possible in his or her late teens. On the other hand, senior adults have a lot of life experience to bring to their interpretation of music.”

Ernst and Eastman were instrumental in spreading the NHO program nationally, while grants from NAMM: International Music Products Association and the National Association of Band Instrument Manufacturers (NABIM) support NHOs nationwide. For more information on the [YOUR CITY] New Horizons Orchestra, contact [NAME] at [ORGANIZATION] at [PHONE].
Press Release, Sample #2

The Eastman School of Music
of The University of Rochester
External Affairs
January 18, 2004

FOR IMMEDIATE RELEASE

NEW HORIZONS BAND EXPANDS MUSICAL OPPORTUNITIES FOR SENIORS

ROCHESTER, N.Y.—Starting in February, the New Horizons Band will offer two classes for beginners. The successful program, offered by the Community Education Division of The University of Rochester’s Eastman School of Music, is now entering its fifth year. Participation is open to adults who are at least 50 years old. No previous musical experience is required.

Beginners may attend classes on Wednesday mornings, 9 to 11:00 AM, starting February 8; or on Tuesday evenings, 7 to 9:00 PM, starting February 14. Informational meetings will be held on February 1, 9 to 10:00 AM and on February 7, 7 to 8:00 PM. Both the informational sessions and the classes will meet at Temple Beth El, on the corner of Winton Road and Hillside Drive. Those who would like to know more, but are unable to attend one of the informational meetings, may contact the Band’s director, Professor Roy Ernst, Eastman School of Music, 274-1540.

According to Ernst, founder of the program, “Playing music in groups supports good mental and physical health, besides being an unending source of joy.” The New Horizons Band is a model for the development of similar programs in Madison, WI; Milwaukee, WI; Indianapolis, ID; Iowa City, IA; and Carefree, AZ. Rochester’s New Horizons Band has been featured in many national newspaper and journal articles and on NBC’s Today Show.

In addition to performing frequently in the Rochester community, New Horizons musicians get together on their own to play chamber music. Many band members attend music institutes to perform with other adult amateurs. Recent institutes for senior musicians have been held in Aspen, CO; Sydney, Australia; and Chautauqua, NY.

Contact:
Susan Robertson
Public Affairs Manager
26 Gibbs Street
Rochester, NY 14604
(716) 274-1040
Letter to the Editor

September 26, 2004

LETTERS TO THE EDITOR
NAME OF PUBLICATION
ADDRESS
ADDRESS

RE: Music Participation Proven Vital to Seniors’ Health and Quality of Life

“It’s never too late” is a cliche that’s coming to life, thanks to an innovative program that teaches beginning musicians over the age of 50. The very special New Horizons Bands (NHB) are made up exclusively of seniors (ages 50 to 85), many of whom, up until recently, had never even picked up a musical instrument.

The concept of NHB was developed in 1991 by Professor Roy Ernst of The University of Rochester’s Eastman School of Music. Ernst identified the value of a beginning music-making course specially designed for senior adults.

He began the NHB program by placing an ad in a local newspaper calling for prospective students. The first ad attracted only 10 students, but in the ensuing five years, the group has grown to over 100 members and is a sought-after performing ensemble in the Rochester community.

Ernst’s primary purpose for starting NHB was to give seniors the chance they missed in youth to develop their musical skills. The NHB is demonstrating that age does not present serious obstacles to proficiency, and the pilot Rochester NHB has been so successful that it has inspired the startup of similar bands throughout the country as well as in Sydney, Australia.

According to Ernst, older adults have the time and motivation necessary to develop musical skills rapidly. What’s more, performing music can improve health and quality of life. For so many of the members, the weekly rehearsals have become welcome social events. In fact, two 80 year olds from Rochester met while playing in the ensemble, and married last year!

With the launch of the NHB program in [NAME OF CITY] this week, we urge all senior citizens to take advantage of this unique opportunity, and sign up for this noteworthy activity!

Sincerely,

Your Name
Your Title
Your Phone Number
Sample Photo Caption

Contact:
Name
Organization
Phone

Innovative Program to Create ‘New Horizons’ for Beginning Musicians Over 50 Introduced In [INSERT NAME OF CITY]

PHOTO CAPTION:

The New Horizons Band (NHB) is living proof that, when it comes to learning to play a musical instrument, it truly is “never too late.” The NHB concept, the result of a groundbreaking music course at The University of Rochester’s (NY) Eastman School of Music, has become a popular performing ensemble in communities across the U.S., enticing amateur musicians ranging in age from their early fifties to mid-eighties. On [DATE], the program will launch in [CITY], [STATE], at [LOCATION NAME], [ADDRESS]. For more information on how to become a NHB member, call [NUMBER].

PASTE PHOTO OF ORGANIZERS PLAYING MUSIC OR LOCATION WHERE NHB WILL BE HELD HERE

Pictured above, [INSERT NAME OF PEOPLE OR LOCATION].
Sample Media Alert

Contact: Name
Organization
Phone

MEDIA ALERT

[NAME OF CITY] LAUNCHES INNOVATIVE MUSIC PROGRAM FOR SENIOR CITIZENS

WHAT: [NAME OF CITY] will launch its first New Horizons Band, an innovative program designed to give seniors the chance they missed in youth to develop their musical skills.

To kick off the program, on [DATE], a “Play Day” will be hosted by [ORGANIZATION]. On this day, seniors will have the opportunity to try out various instruments including flutes, clarinets, saxophones, and even a baritone horn, under the guidance of [NAME OF ORGANIZATION] teachers and other local music professionals.

WHO: Anyone over 50 years of age is invited.

WHY: Recent studies have determined that adults over 50 are the fastest growing segment of the population. NHB programs embrace this burgeoning group of Americans, offering an activity that seniors can easily adapt to fit their needs.

The NHB program restores intellectual stimulation and opportunity that members had previously relied upon the workplace to provide. In fact, some holy unions have even been formed. Charley and Rita Rose, both 80 years old, met while performing with the Rochester ensemble, and married last year.

WHEN: INSERT DATE
INSERT TIME

WHERE: NAME OF PLACE
ADDRESS
PHONE
Sample Pitch Letter

DATE
NAME
TITLE
ORGANIZATION
ADDRESS
ADDRESS

Dear NAME:

“It’s never too late” is a cliché that is coming to life, thanks to an innovative program that teaches beginning musicians over the age of 50. The very special New Horizons Bands and Orchestras (NHB/Os) are made up exclusively of seniors (ages 50 to 85), who, up until recently, had never played musical instruments. On [DATE], [NAME OF CITY OR TOWN]’s first NHB will be launched at [NAME OF CENTER].

There are presently more than 80 NHB/Os throughout the country. The program’s message is simple: “You’re never too old to learn to play a musical instrument—whether you can join a band or take up music lessons locally.” According to the program’s creator, Professor Roy Ernst of Eastman School of Music in Rochester, NY, older adults have the time and motivation necessary to develop musical skills rapidly. What’s more, performing music can improve health and quality of life. For so many of the members, the weekly rehearsals have become welcome social events. In fact, one 80-year-old couple from Rochester met while playing in the ensemble, and married last year!

We believe that a feature on the launch of this exciting program right in our own backyard would be an interesting look in the lives of active seniors. I will call you next week to follow up. In the meantime, if you have any questions, I can be reached at [PHONE].

Thanks, in advance, for your consideration.

Sincerely,

NAME
ORGANIZATION
Sample Application Form

The [Insert Name Here]
NEW HORIZONS (Band or Orchestra)

**Application**

Name _____________________________________________________
Street ___________________________ Apt. __________
City ___________________________ Zip Code ________________
Phone ___________________________ Age ________________

What instrument would you like to play? Number your first, second, and third choices:

___ violin  ___ viola  ___ cello  ___ bass
___ bassoon  ___ trumpet  ___ trombone  ___ French horn
___ clarinet  ___ flute  ___ oboe  ___ saxophone
___ trumpet  ___ trombone  ___ French horn  ___ euphonium
___ tuba

Would you consider trying whatever instruments are needed? ______

No musical experience is required, but if you have done any of the following, indicate the approximate number of years.

___ Piano lessons  ___ Instrumental lessons in school
___ Choral class in school  ___ General music class in school
___ Guitar lessons  ___ Church choir
___ Community band  ___ Community chorus
___ Community orchestra
___ Other (describe): ______________________________________

Please list chronic health problems, if any:

Return to: [Name and Address of Organizer]
Member Information Card*

New Horizons Music

New Member ____  Returning Member ____

Member’s Name ____________________________________________

Birth Date __________

Address _________________________________________________

City __________________________ State_____  Zip ______

Home Phone ________________  Work Phone_______________

Private Lessons _____ Yes _____ No

Day _____  Time _____  Teacher ______

Jazz Band _____  Polka Band _____  Ensemble Program ______

Primary Instrument ______________________

Secondary Instrument ______________________

*Note: This information can be entered on 4 X 6 file cards for easy access.
New Member Welcome Letter

[Name of new member]

[Address]

[Address]

Dear [New member’s name],

Welcome to the New Horizons Band!

We are all very glad you are joining us. You are going to enjoy yourself immensely and make a lot of music!

You are invited to come any [Insert day and time of rehearsals] and listen to the rehearsal or sit in with your instrument and play along. If you are just starting your musical training, play the notes you recognize as they come along in the music. Don’t worry about playing everything.

Coffee and cookies are always available during the rehearsals, so come on in and meet the other New Horizons members. They really enjoy welcoming new people.

We all look forward to seeing you soon!

Sincerely,

[Name of Director]
Performance Availability Letter

Dear [Insert Contact Name]

The New Horizons Band and its associated small ensembles are currently looking for places to perform and audiences to perform for. The band members are very talented and love to play their instruments for an audience! There are a number of group performance options available: a Concert Band of 45 members, a Jazz Ensemble of 25 members, or many different instrument ensembles with 3 to 15 members.

We are now setting performance dates and would like to know if you are interested in inviting any of our groups to perform for you. I realize that space restrictions will limit the size of the performing group you may be able to accommodate, so one of the smaller ensembles might be just right for you.

Whether or not you have a date in mind, please fill out the enclosed form and return it in the self-addressed envelope. We will then have the information on file if you choose to request a performance in the future.

I would like to extend an invitation to visit the band at their regularly scheduled rehearsal on [insert time and day]. We rehearse at [insert location].

Sincerely,

[Insert contact name]
Appendix

Request for Performance Form

ORGANIZATION: ____________________________________________

ADDRESS: ________________________________________________

PHONE: ____________________________ ALT. PHONE ____________

CONTACT PERSON(S): _______________________________________

INTERESTED? YES ____ NO ____

ABLE TO ACCOMMODATE: ___ CONCERT BAND (45) ___ JAZZ BAND (25)
___ ENSEMBLES (3-15)

WANT WHICH GROUP? ___ CONCERT BAND ___ JAZZ BAND
___ ENSEMBLES

ARRANGEMENTS:

Description and size of performance site:

Will Chairs be set up ahead of time?

Is a sound system available and will it be set up?

Is the lighting adequate for reading music?

Special directions for loading / unloading:

Possible dates:

Possible times:

Length of performance:

Directions to performance area:
Committee Signup

Please look over the following and return this form with your choices if you are able to take on a volunteer assignment. Do not feel guilty if you are not able to volunteer at this time. We will arrange all the committees so that the amount of work and responsibility is not a burden. Working on committees will give you a chance to get to know people better. We can change committee assignments every year (or semester), so you will get to know more people and do different things. Each committee will be co-chaired. If we involve more people in committees, we can have many more enjoyable events.

Mark your preference for the following by using these indications: VI for very interested, I for Interested, N for neutral, and NI for not interested.

1. Steering Committee
2. Music Library Committee
3. Social Arrangements Committees
   - Coffee
   - Party Committee
   - Concert Coordinator
   - Telephone Network Coordinator
   - Attendance
   - Facilities
   - Treasurer
   - Gig Scheduling

If you are willing to help any place that help is needed, please check here. _____

Name _____________________________  Instrument ___________________________
Appendix

Evaluation Form

Please take a few minutes to help us by giving us your evaluation.

The evaluations will be carefully considered in planning for the future.

Circle your response. Add comments wherever you wish to do so.

1. Do you plan to continue? Yes  No

2. Did your accomplishments this semester meet your expectations, fall short of your expectations, or exceed your expectations?
   Meet  Fall short  Exceed

3. What are your most satisfying accomplishments so far?
   _____ Playing a new instrument
   _____ Reading music
   _____ Writing music
   _____ Playing in small ensembles
   _____ Playing in the band
   _____ Playing by ear
   _____ Improvising
   _____ Starting a new area of learning and recreation
   _____ Expanding your social activities
   _____ Other:

4. What would you like to accomplish next? What do you want to spend more time on?
5. What would you like to spend less time on?

6. Circle any ways in which your music listening has changed:
   - Have gone to more live performances
   - Enjoy listening to recordings and radio music more
   - Other:

7. List any health problems that may have developed as a result of your participation:

8. List any ways in which your physical and mental health may have improved as a result of your participation:

9. Where did you obtain your instrument?
   ___ Already owned it
   ___ It belonged to someone else in my family
   ___ Found it through a want ad
   ___ I purchased it at a music store
      If so, what store? __________________________
      
      Reasons for selecting that store: __________________________
      __________________________
      __________________________
      __________________________
      __________________________
      __________________________
      __________________________

      Did you purchase from the store from which you rented?
      Yes   No
      
      If no, why?
      __________________________
      __________________________
      __________________________
10. Please list music and accessory items that you have purchased since September: 

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

My instrument teacher is: _______________________________________

Your response to the following items about teachers will be confidential, but the combined responses may be used to advise teachers.

11. My teacher is willing and able to attend to my individual needs.
   Yes     No    Comment: _______________________________________
   _______________________________________

12. My teacher gives me good advice on what and how to practice.
   Yes     No    Comment: _______________________________________
   _______________________________________

13. Please add any additional comments about your teacher: _____________
   ________________________________________________________________

14. Please give us your general comments. What did you like best? Least? What suggestions do you have for making improvements? Sign your name at the end if you would like to, or remain anonymous.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________