Means of Communication

1) Website: Valuable information concerning daily rehearsal schedules, concert and repertoire schedules and information specific to each ensemble will be found at our website, which is updated regularly. Changes may be made on the day of a rehearsal so check the website OFTEN to confirm the rehearsal order!!!!!

   Conducting and Ensembles website: http://www.esm.rochester.edu/ensembles/
   Links at the site include Upcoming concerts, Rehearsal Schedule, Guidelines

   Faculty and staff email and office address & phone:
   Benton Hess, ESM 303  Bhess@esm.rochester.edu  274-1505
      opera productions
   Brad Lubman, A608  Bradlubman@me.com  274-1443
      new music
   Mark Scatterday, EEW 312  mscatterday@esm.rochester.edu  274-1156
      wind ensembles (on leave Fall 2013)
   Neil Varon, OSL 104  nvaron@esm.rochester.edu  274-1442/
      orchestral ensembles
   William Weinert, A606  wweinert@esm.rochester.edu  274-1444
      choral ensembles
   Sheryle Charles, OSL 201  scharles@esm.rochester.edu  274-1440
   Katharine Zager, OSL 201  kzager@esm.rochester.edu  274-1447

2) Information Boards:
   - Daily schedules and current assignments are posted in glass case in the Main Hall outside of Ray Wright Room (aka Rm 120) AND outside the Conducting and Ensembles Office/Ensemble Library (Room OSL 201)**CHECK DAILY FOR POSSIBLE CHANGES IN REHEARSAL ORDER OR LOCATION****
   - Rehearsal /Concert calendar is posted outside OSL 201 as well as in the Main Hall glass case. It is also posted as a pdf on the departmental website. Department information will be posted outside of Ensemble Office/Ensemble Library, OSL 201. Watch this board for regularly changing information of interest!!
3) Email: Effective August 1, 2002: A student’s University assigned student email account (.Rochester.edu)[**Note change as of August 1, 2011], will become the Eastman School of Music’s official means of communication, usually replacing paper correspondence. Students are responsible for all information sent to them via their University of Rochester email account. If a student chooses to forward their University email account, he or she is responsible for all information sent to any other email account. The Department of Conducting and Ensembles will use email to notify students of changes in the daily schedule or other exceptions to the previously established concert or rehearsal schedule.

Auditions

Auditions for ensembles are **required** for ALL String students only --

- Graduate students in their first year of the Masters program are expected to audition in the Fall of their first year at Eastman. (Graduate students at the Masters level **MUST** participate in ensembles during their first two semesters of study).
- The primary string auditions are held in the fall before the school year begins. A second audition is held in December for those students who wish to be heard again or for those who were unable to audition in the early Fall. **Students who wish to be considered for principal positions **MUST** audition before each semester**
- Auditions consist of designated excerpts and a two minute portion of a standard work of student’s choice
- Wind, Brass, Percussion and Harp students’ ensemble assignments are determined by the studio faculty. Some studios hold auditions.

Seating Assignments

- **Strings**: determined through audition and posted on Main Hall board and Conducting and Ensembles/Ensemble Library Department board. String seating is rotated per concert.
- **Wind/Brass/Percussion/Harp**: determined within the studios based on instrumentation requirements. Posted on Main Hall board and Conducting and Ensembles/Ensemble Library board and rotated per concert.

**Ensemble Library, Room OSL 201, 274-1620**

Katharine Zager, Ensemble Librarian and Operations Manager (274-1447)
Donna Iannapollo, Library Assistant
Alice Meyer, Library Assistant
Nina Varon, Library Assistant (part-time)

**Music Folder Pick-up:**

- Music folders must be picked up in the Ensemble Library.
- Music is checked out for each concert cycle and left in the drop box following each concert. Principal players may pick up parts throughout the semester, depending on availability. **Practice parts** will be available at the C & E website and can be accessed through this link:
  http://www.esm.rochester.edu/ensembles/practice_parts

- String students will receive one folder per stand.
- Each Wind/Brass/Percussion/Harp student will receive all assigned parts for current concert in one folder
- Students are responsible for all assigned music. Duplicate parts are **NOT** always available.
- **Cost of lost or damaged parts** will be charged to student’s term bill at the end of the school year
Rehearsals:

ESSO, EWO and Musica Nova rehearse MWF 1:45-3:25  
PHIL/PCO and EWE rehearse MWF 3:45-5:25

- Location of rehearsals per week are posted on the web, the Main Hall board and Conducting and Ensembles/Ensemble Library board (OSL 201)
- Students **ARE REQUIRED** to arrive **NO LATER THAN** 10 minutes prior to start of their rehearsal
- All students must check-in with **Attendance Assistant** prior to rehearsal
- Assistants will always be stationed near entry to rehearsal space
- Any student not in seat when tuning begins will be considered **LATE**
- **Professional behavior dictates that ALL cell phones must be turned off upon entering the rehearsal space and must REMAIN OFF for the duration of the rehearsal.**

Concerts:

- **CALL for all concerts is ½ hour prior to concert start – this applies to ALL performers**
- All students must check in with **Attendance Assistant** upon arrival

Concert Dress:

- **Women:** Black ankle-length dress with long sleeves and round neckline, or skirt or dress slacks with long-sleeved blouse or shirt with round neckline will be accepted concert dress. Black stockings and black dress shoes are also required. *(Please avoid open-toed shoes)*
- **Men:** Black tuxedo with tails, white vest, white bow tie, black shoes and socks.

Attendance: Absence reporting procedure and grading policy

**Attendance in Ensembles**

1. Students participating in ensemble activities are required to attend every rehearsal and performance. Requests for absence from a rehearsal must be filed with the proper Eastman School of Music office, depending on the reason for absence.

   - If a student is required to be absent for **professionally related** reasons such as an audition or personal recital, the student must notify the Conducting and Ensembles Department, in writing, at least one week in advance of the absence. An excuse form is saved as a pdf at the Department website, under Guidelines. The form should be filled out and turned in to the Ensembles Office in paper form. Any relevant documentation regarding the details of the professional opportunity or recital must be attached to the absence form. **ABSENCES DURING THE LAST THREE REHEARSALS OF A CONCERT CYCLE WILL NOT BE EXCUSED.**

   - Extended Absence due to illness, or of a personal nature, should be cleared with the Office of Academic Affairs (located in 110 ESM). Requests made for reasons of personal injury must be made first to University Health Services (UHS) and then cleared through Melissa Schmidt, Assistant Dean for Student Life (located in EC 103B). Documentation of an injury and approval of accommodations is required from both University Health Services and the Assistant Dean for Student Life in order for a student to receive accommodations. Once documentation is received students will sign a release form allowing the Assistant Dean for Student Life to notify the student’s teachers. Students are urged to contact Dean Schmidt, and make an appointment to be seen at UHS, as soon as injury symptoms present themselves. For more information concerning short-term physical injury visit the Student Life website at http://www.esm.rochester.edu/studentlife/injury/ or call the Office of Student Life at 274-1106.
- When a student is ill or injured unexpectedly, the student should send an email message no later than 1 hour prior to the beginning of rehearsal to Ensembles@esm.rochester.edu. Please make provisions for your music to be at the missed rehearsal. Non-string players who must be absent from rehearsal must provide a reliable substitute to cover their assigned part. It is the absent student’s responsibility to provide the substitute with the proper music and time and location of the rehearsal AND to inform the Ensemble Operations Manager of the name and email of the substitute.

- When a student is involved in more than one performing ensemble simultaneously (i.e. a jazz ensemble and a wind ensemble or orchestra), the ensemble with a current performance MUST take priority over the ensemble in the middle of the rehearsal mode. A sub must be provided for the missing part in the ensemble in rehearsal mode.

- NO MORE THAN 4 SUBS will be allowed per semester and NO SUBS will be allowed during the last three rehearsals prior to a performance.

Timely reporting will help students avoid penalties due to absence from rehearsals or concerts. All absences or late arrivals, excused by a conductor or Ensemble Operations Manager, MUST be followed up with an email or hard copy explanation within one day of the absence or late arrival.

**Ensemble Grading Policy:**

1. Ensemble grades are based on attendance, attitude, and preparation. Students begin each semester with the grade of “A”. Students are required and expected to perform to the utmost of their ability, displaying a professional attitude in rehearsals and concerts. If a student has not sufficiently prepared the required music, this will be reflected in a lowered grade.

2. **Attendance component of grading system:**
   - Two unexcused late arrivals to rehearsal will result in one unexcused absence.
   - Excused absences will not be granted for dress rehearsals or concerts, unless due to illness or family emergency. A missed dress rehearsal or concert will result in an incomplete or failure of the course.
   - **Substitutes will not be allowed** during the last three rehearsals prior to a performance

3. Grading scale is as follows:
   - 1 unexcused absence = B
   - 2 unexcused absences = C
   - 3 unexcused absences = D
   - 4 unexcused absences = F/INC