Eastman School of Music
Department of Conducting and Ensembles

Guidelines for Ensemble Participation, 16-17

[Jazz Version]
(Revised 8/10/16)

Jazz Ensembles:
Eastman Jazz Ensemble (EJE); New Jazz Ensemble (NJE),
Jazz Lab Band (JLB); Jazz Workshop Ensemble (JWE)

Faculty:
Jeff Campbell, Harold Danko, Bill Dobbins, Clay Jenkins, Dave Rivello, Bob Sneider
Charles Pillow, Dariusz Terefenko, Rich Thompson

Staff:
Sheryle Charles, Department Secretary
Katharine Zager, Ensemble Librarian and Operations Manager

Department Office Hours:
9:30-5:30 M-F

Means of Communication

1) Conducting and Ensembles website links:
   http://www.esm.rochester.edu/ensembles/
   http://www.esm.rochester.edu/ensembles/concerts/
   http://www.esm.rochester.edu/ensembles/guidelines/

   Ensemble Faculty and staff email and office address & phone:
   Bill Dobbins, A622-3  bdboppins@esm.rochester.edu  274-1431
   Dave Rivello, 706A  drivello@esm.rochester.edu  274-1455
   Rich Thompson, 506A  rthompson@esm.rochester.edu  274-1414
   Sheryle Charles, OSL 201  scharles@esm.rochester.edu  274-1440
   Katharine Zager, OSL 201  kzager@esm.rochester.edu  274-1447

2) Information Boards:
   Items of interest for all ensembles will be posted outside of Ensemble Office/Ensemble Library,
   OSL 201. Watch this board for regularly changing news flashes!

3) Email: A student’s University assigned student email account is the Eastman School of
   Music’s official means of communication. Students are responsible for all information sent to
   them via their University of Rochester email account.

Auditions

Auditions for ensembles are required for Jazz majors and non Jazz majors. Details are posted on
the Annex sixth floor Jazz bulletin board and outside the Music Department in Todd Union (for
River Campus students). Auditions take place during the first week of class in the Fall. Results
will be posted on the 6th floor Annex Jazz bulletin board (near Rm 624).
Ensemble Library, Room OSL 201, 274-1620
Katharine Zager, Ensemble Librarian and Operations Manager (274-1447)
Donna Iannapollo, Library Assistant
Mary Mowers, Ensemble Assistant
Catherine Siniscalco, Choral Library Assistant (part-time)
Leslie Phillips, Library Assistant (part-time)

Rehearsals:
EJE rehearses T, Th, Ray Wright Room (Rm 120), 12:45-2:25 PM
NJE rehearses M, W, Ray Wright Room (Rm 120), 6:30 – 8:30 PM
JLB rehearses M, W, Room 902A, 6:30 – 8:30 PM
JWE rehearses M, W, Room ESM 514, 6:30-8:30 PM

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 and concert.

Concerts:
**CALL for all concerts is 30 minutes prior to concert start – this applies to ALL performers. No performer should leave the premises during a concert.

All performers must check in with the Director upon arrival

Concert Dress:
Concert Dress will be determined by the Director of each ensemble

Attendance: Absence reporting procedure and grading policy

Attendance in Ensembles

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.

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, as least one week in advance of the absence. An excuse form can be found at this link: http://www.esm.rochester.edu/ensembles/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 (including DRESS) 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). UHS will provide the student with an evaluation, individual treatment plan, and, if necessary, written short-term accommodations (Statement of Health). It will be the student’s responsibility to give copies of the Statement of Health form to all relevant faculty (or, in the case of ensembles, Kathy Zager, the Ensemble Operations Manager

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. For more information concerning short-term physical injury, visit the Academic Affairs website at http://www.esm.rochester.edu/academic-affairs/esmstudents/short-term-illness-or-injury
It is the policy and practice of the University of Rochester to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need an accommodation, please contact the Access Coordinator, Britt Semenow, to discuss your specific needs and the required accommodation. Resources and the coordination of reasonable accommodations are arranged through a collaborative process between you, your instructor(s) and the Access Coordinator. If you have a disability, please contact Britt at bsemenow@esm.rochester.edu and/or visit http://www.esm.rochester.edu/academic-affairs/disability-services-and-support-for-students/

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.
In the event that there are multiple rhythm section players in the large ensembles (EJE,NJE or JLB), ALL must be present at ALL rehearsals and performances.

NO MORE THAN 4 subs will be allowed per semester and NO SUBS will be allowed during the last three rehearsals (including DRESS) 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:

Ensemble grades are based on attendance, attitude, and achievement. 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.

Attendance component of grading system:
The ensemble grading scale will observe the following attendance guidelines:
- Two unexcused late arrivals to rehearsal will result in one unexcused absence.
- Excused absences will not be granted for dress rehearsals or concerts. 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