Eastman School of Music
Department of Conducting and Ensembles

GUIDELINES FOR ENSEMBLE PARTICIPATION, 2020-2021

PLEASE NOTE: ALL CONCERTS WILL START AT 7:30 (CALL 7:00) UNLESS OTHERWISE NOTED

[Revised 8/27/20]

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

Faculty:
Jeff Campbell, Bill Dobbins, Clay Jenkins, Dave Rivello, Bob Sneider
Charles Pillow, Dariusz Terefenko, Rich Thompson, Gary Versace, Mark Watters

Staff:
Meredith Gangler, Ensemble Librarian and Operations Manager
Mary Mowers, Ensemble Assistant
Donna Iannapollo, Library Assistant
Andrea McGaugh, Choral Assistant

Department Office Hours:
9:30-5:00 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:
Jeff Campbell, ESM 316  jcampbell@esm.rochester.edu  274-1443
Bill Dobbins, A622-3  bdobbins@esm.rochester.edu  274-1431
Dave Rivello, 706A  drivello@esm.rochester.edu  274-1455
Rich Thompson, ESM 304  rthompson@esm.rochester.edu  274-1414
Mark Watters, ESM 212  mwatters@esm.rochester.edu  274-1147
Meredith Gangler, OSL 201  mgangler@esm.rochester.edu  274-1447
Ensemble Library, OSL 201  ensembles@esm.rochester.edu  274-1620

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 on the ensemble bulletin board across from Dewey 1.333 in the Music Department in Dewey Hall (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**
Meredith Gangler, Ensemble Librarian and Operations Manager (274-1447)
Donna Iannapollo, Library Assistant
Mary Mowers, Ensemble Assistant
Andrea McGaugh, Choral Library Assistant (part-time)

**Rehearsals:**
EJE rehearses T, Th, Ray Wright Room (Rm 120), 12:45-2:25 PM
NJE rehearses T, Th, Messinger 1, 12:45-2:25 PM
JLB rehearses M,W, Ray Wright Room (Rm 120), 6:30 – 8:30 PM
JWE rehearses M,W, Room 902A, 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

**Health and Public Safety Guidelines and Expectations: 2020-201 Academic Year**

- All breaks during rehearsals are required to last at least 30 minutes. During this time, all individuals must leave the rehearsal space, in order to facilitate air exchange in the room.
- Students should minimize personal belongings brought into the rehearsal space, so that entrance and exit to the rehearsal space can be accomplished quickly.
- Masks must be worn at all times during rehearsals. Wind players can wear masks with a slit that allows for contact with their instrument.
- Brass players must empty condensation into a container, so that condensation is not emptied directly onto the floor.
- Wind and brass players are required to use bell covers.
- Chairs and stands will be carefully placed to comply with required distancing between players. Students should be careful about adjusting their chair/stand.
- Carefully review Eastman Guidelines regarding health and safety precautions. (https://www.esm.rochester.edu/restart/fall-2020-performance-policies-2/)
**Attendance: Absence reporting procedure and grading policy**

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 needs to request an excused absence for professional reasons such as an audition or recital, the student must notify the Conducting and Ensembles Department, in writing, as least one week in advance of the proposed absence. An excused absence form can be found at this link: [http://www.esm.rochester.edu/ensembles/guidelines/](http://www.esm.rochester.edu/ensembles/guidelines/). The form should be filled out, printed, and turned in to the Ensembles Office in paper format. 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. Please note that if a performer misses a dress rehearsal they MAY NOT play the concert.**

Extended Absence due to injury must be documented by University Health Services (UHS) and the Eastman 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 is the student’s responsibility to give copies of the Statement of Health form directly to the Office of Academic Affairs. Upon receipt of the Statement of Health form, the Office of Academic Affairs will notify all relevant faculty and Meredith Gangler, the Ensemble Operations Manager.

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](http://www.esm.rochester.edu/academic-affairs/esmstudents/short-term-illness-or-injury)

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 2** 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:

1. Two unexcused late arrivals to rehearsal will result in one unexcused absence.
2. 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.
3. 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. 2 unexcused absences = **C**
   3. 3 unexcused absences = **D**
   4. 4 unexcused absences = **F/INC**
Disability Accommodations Policy:
Our school is committed to fostering a welcoming, encouraging, and empowering environment for students with disabilities. Students with disabilities have the responsibility of contacting the Access Coordinator as soon as possible after they have filed their intent to enroll. To schedule a meeting with the access coordinator, call (585) 274-1165, email bsemenow@esm.rochester.edu, and/or visit https://www.esm.rochester.edu/academic-affairs/2018/03/resources-for-students/

It is a personal decision to disclose the existence of a disability and to request an accommodation – a decision not to disclose will be respected. While we cannot make accommodations retroactively (for example, allowing a student to repeat a test with new accommodation), we encourage you to begin the documentation process at any time during the semester.

Academic Integrity:
Your enrollment in Eastman Ensembles, and your receipt of these guidelines, indicates that you accept these policies and agree to abide by them.

It is your responsibility to be familiar with the Eastman School of Music's Academic Integrity Policy. Violations of the policy are serious and will be immediately referred to the Office of Academic Affairs. You can read the full Academic Integrity policy here: http://www.esm.rochester.edu/registrar/policy/03-00/

Sexual Misconduct Reporting:
All members of the University community have the right to learn and work in a safe environment free from all forms of harassment, including harassment on the basis of sex or gender. Students who have been subjected to sexual harassment, including sexual assault, dating/domestic violence, or stalking, have the right to receive academic, housing, transportation, or other accommodations, to receive counseling and health services, and to make a report about such behavior to the University and to law enforcement. For more information please visit www.rochester.edu/sexualmisconduct.