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

Department Office Hours (OSL 201): 
9:30-5:00 M-F

Choral Conducting Faculty: 
Philip Silvey (Women’s Chorus) 
William Weinert (Eastman Chorale, Rep Singers, and Eastman Rochester Chorus)

Conducting Assistants: 
Gilbert Donohue, Anna Lenti, Eric Meincke, James Wolter

Staff: 
Meredith Gangler, Ensemble Librarian and Operations Manager 
Andrea McGaugh, Choral Library Assistant

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/

Faculty and staff email and office address & phone:

Philip Silvey, M8  psilvey@esm.rochester.edu  274-1615
Women’s Chorus
William Weinert, A606  wweinert@esm.rochester.edu  274-1444
choral ensembles
Meredith Gangler, OSL 201  mgangler@esm.rochester.edu  274-1447
Andrea McGaugh, OSL 201  amcgaugh@esm.rochester.edu  274-1620
Ensemble Library, OSL 201  ensembles@esm.rochester.edu  274-1620

2) 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 each year for students singing in ESM choral ensembles.
- Auditions for solo opportunities (Bach cantatas, orchestral works, etc) will be announced throughout the year. Excerpts for these auditions will be available for pick-up in the Ensemble Library (OSL 201)

Part Assignments and Preparation

- Ensemble and part assignments will be determined during the first week of class.
- Works to be rehearsed at each rehearsal will be posted or distributed several days in advance. Singers are responsible for learning their parts in advance of rehearsals. Evaluation of individual preparation will take place during rehearsals.

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)

Music Folder Pick-up and Drop off:

- Music folders will be distributed at the first rehearsal
- Digital choral scores will be available in advance on the ensembles website [https://www.esm.rochester.edu/ensembles/practice_parts/](https://www.esm.rochester.edu/ensembles/practice_parts/) (Password for access will be provided by the library staff)
- Music must be placed in drop box immediately following a concert
- Students with outstanding debts for music not returned by the end of the academic year will have replacement costs charged to their term bill.

Rehearsals:
*Rehearsal location will alternate between ESM 120, Kilbourn, and Hatch*

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chorale</td>
<td>MWF</td>
<td>1:00-1:30</td>
</tr>
<tr>
<td>Chorale</td>
<td>MW</td>
<td>2:15-2:45</td>
</tr>
<tr>
<td>Repertory Singers</td>
<td>MW</td>
<td>3:15-5:00</td>
</tr>
<tr>
<td>Women's Chorus</td>
<td>Th</td>
<td>5:15-7:45pm (River Campus Students)</td>
</tr>
<tr>
<td>Women's Chorus</td>
<td>Th</td>
<td>8:00-9:30pm (Eastman Students)</td>
</tr>
</tbody>
</table>

- When rehearsal location must be changed, notification will be posted on ensemble bulletin board to the right of the Welcome Center, Lowry Hall and outside of RWR (120)
- Rehearsals begin promptly. Students must be in place at the rehearsal start time with folder, pencil, and water.
- All students must sign-in on attendance sheet prior to rehearsal.
- Student Choral Assistant will be stationed near entry to rehearsal space
- Any student not in place when the rehearsal begins will be considered LATE
- Rehearsal duration is in 30 minute time blocks, with 30 minute minimum break times – no excused breaks unless emergency.
- NO CELL PHONES: 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 listed on the ensemble syllabus (may differ per concert) **REMINDER THAT ALL CONCERTS, UNLESS OTHERWISE NOTED WILL BEGIN AT 7:30 (CALL AT 7:00)**
- All students must check in with **Attendance Assistant** upon arrival and be in place by **CALL**.

Concert Dress for Choral Ensembles:
- Black Dress can be ordered by individual from “Stage Accents” – “Geneva” style performance dress, black #8665. Order on line at [www.stageaccents.com](http://www.stageaccents.com/) or by phone: 1-800-631-1161. Concert dress will be completed with black stockings and black, low-heeled dress shoes. Singers in ERC may wear long black concert dress of their choice.
- Black tails, white shirt and vest, white bow tie, black shoes and socks.

Health and Public Safety Guidelines and Expectations: 2020-2021 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.

Attendance: Absence reporting procedure and grading policy

Students in choral ensembles are required to attend and sing in 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 Choral Assistant, Andrea McGaugh, in writing, as least 3 weeks 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 person or by email. 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 sing 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) in order to be considered an excused absence. 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 [https://www.esm.rochester.edu/academic-affairs/esmstudents/short-term-injury-or-illness](https://www.esm.rochester.edu/academic-affairs/esmstudents/short-term-injury-or-illness)
All students are expected to participate fully in every rehearsal. If a student is attending a rehearsal on vocal rest, they must take active notes on the rehearsal. In vocal rest cases, written and dated confirmation from a doctor or the student’s voice teacher is required.

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, Amcgaugh@esm.rochester.edu, Choral Assistant. Timely reporting will help students avoid penalties due to absence from rehearsals or concerts.

**Added guidance for 2020-2021 Academic Year:**
Whether an absence is for professional or last-minute health reasons, students who must be absent from rehearsal must provide a reliable substitute to cover their part. It is the absent student’s responsibility to provide the substitute with the proper time and location of the rehearsal AND to inform the Ensemble Operations Manager (Meredith Gangler) of the name and email of the substitute. The substitute can access needed scores through the website, or pick up a copy in the Ensemble Library.

~~~All absences or late arrivals, excused by a conductor or the Ensemble Operations Manager MUST be followed up with an email or hard copy explanation within one day of the absence or lateness.~~~

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### Ensemble Grading Policy:

1. **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.

2. **Attendance component of grading system:**
   - The ensemble grading scale will observe the following attendance guidelines:
     - Students arriving after a rehearsal has begun are considered late. Two late arrivals will be counted as one unexcused absence.
     - Students leaving unexcused before the end of a rehearsal will be counted as absent for the entire rehearsal.
     - 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. **Grading scale is as follows for RS and EC choral ensembles:**

   - 1 unexcused absence = B
   - 2 unexcused absences = C
   - 3 unexcused absences = D
   - 4 unexcused absences = E/INC

   Grading scale is as follows for ERC and WC choral ensembles:

   - 1 unexcused absence = B
   - 2 unexcused absences = E/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 Large 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.