Eastman School of Music  
Department of Conducting and Ensembles

Guidelines for Ensemble Participation, 14-15

[Choral Version]  
(Revised 8/20/14)

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

DMA Conducting Assistants:  
David Chin, Nils Klykken, Lee Wright

MM Choral Assistants:  
David Hahn, Mark Helms  
Hanna Kim, Sanders Lau

Staff:  
Sheryle Charles, Department Secretary  
Katharine Zager, Ensemble Librarian and Operations Manager  
Nina Varon, Choral Library Assistant

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/

Faculty and staff email and office address & phone:

Philip Silvey, M8  
Women’s Chorus  
psilvey@esm.rochester.edu  
274-1615

William Weinert, A606  
choral ensembles  
wweinert@esm.rochester.edu  
274-1444

Sheryle Charles, OSL 201  
Scharles@esm.rochester.edu  
274-1440

Nina Varon, OSL 201  
nvaron3@esm.rochester.edu  
274-1620

Katharine Zager, OSL 201  
Kzager@esm.rochester.edu  
274-1447

2) 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 each year for students singing in ESM choral ensembles.

Part Assignments and Preparation

- 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
Katharine Zager, Ensemble Librarian and Operations Manager (274-1447)
Donna Iannapollo, Library Assistant
Heather Wagner, Library Assistant
Nina Varon, Library Assistant (part-time)
Leslie Phillips, Library Assistant (part-time)

Music Folder Pick-up:

- Music folders will be distributed at the first rehearsal
- 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:

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chorale</td>
<td>MWF</td>
<td>1:35-2:45</td>
<td>RWR (ESM 120)</td>
</tr>
<tr>
<td>Repertory Singers</td>
<td>MW</td>
<td>3:35-4:30</td>
<td>RWR (ESM 120)</td>
</tr>
<tr>
<td>Eastman-Rochester Chorus</td>
<td>Tu</td>
<td>7:30-9:45</td>
<td>Ref. Lutheran</td>
</tr>
<tr>
<td>Women’s Chorus</td>
<td>Th</td>
<td>6:30-8:30</td>
<td>(Fall: Lattimore 201, River Campus; Spring: RWR (ESM 120)</td>
</tr>
</tbody>
</table>

- When rehearsal location must be changed, notification will be posted on glass case outside of RWR (ESM 120)
- Rehearsals begin promptly. Students must be in place at the rehearsal starting time.
- All students must check-in with Attendance Grad Assistant prior to rehearsal
- Assistants will always be stationed near entry to rehearsal space
- Any student not in place when the rehearsal 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 listed on the ensemble syllabus (may differ per concert)
- All students must check in with Attendance Assistant upon arrival
**Concert Dress:**

- **Women in all choral ensembles:** Black Dress should be ordered by individual from “Stage Accents” – “Geneva” style performance dress, black #8665. Order online at [http://www.stageaccents.com/](http://www.stageaccents.com/) or by phone: 1-800-631-1161. Concert dress will be completed with black stockings and black dress shoes.

- **Men:** Black tails, white vest, white bow tie, black shoes and socks.

**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 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/](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). For more information concerning short-term physical injury, visit the Student Life website at [http://www.esm.rochester.edu/studentlife/injury/](http://www.esm.rochester.edu/studentlife/injury/) or call UHS at 274-1230.

Students are expected to participate fully in every rehearsal. If a student is attending a rehearsal on vocal rest, 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 Ensembles@esm.rochester.edu. Timely reporting will help students avoid penalties due to absence from rehearsals or concerts.

~~~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.~~~
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 = F/INC

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

   1. unexcused absence = No grade change
   2. unexcused absences = F/INC