

Eastman School of Music
Department of Conducting and Ensembles

Guidelines for Ensemble Participation, 2023-2024 (Choral)

C & E Department Office Hours

Monday - Friday
9:30am-5:00pm

C&E Office/Ensemble Library: OSL 201 | 274-1620
E-mail: ensembles@esm.rochester.edu

Eastman Ensemble Library Staff

Meredith Gangler <i>Head Ensemble Librarian and Operations Manager</i>	274-1447 mgangler@esm.rochester.edu
Mary Mowers <i>Ensemble Assistant</i>	274-1440 mmowers@esm.rochester.edu
Donna Iannapollo <i>Library Assistant</i>	274-1620 diannapollo@esm.rochester.edu
Andrea McGaugh <i>Choral Assistant</i>	274-1620 amcgaugh@esm.rochester.edu

Eastman Choral Conducting Faculty

Dr. William Weinert <i>Director of Choral Activities</i> <i>Professor of Conducting and Ensembles</i> <i>Director, Eastman Chorale, Eastman-Repertory Singers, Eastman Rochester Chorus</i>	Office: A606 274-1444 wweinert@esm.rochester.edu
Dr. Philip Silvey <i>Associate Professor of Music Education (Choral Music)</i> <i>Affiliate Faculty, Conducting and Ensembles Department</i> <i>Director, ESM/UR Treble Chorus</i>	Office: M8 274-1615 psilvey@esm.rochester.edu

Graduate Choral Conducting Candidates

MM:	DMA:
Hannah Duff (hduff3@u.rochester.edu)	Colin Mann (cmann7@u.rochester.edu)
Henry Griffin (hgriffi2@u.rochester.edu)	Jonathan Mott (jmott8@u.rochester.edu)
Jiabao Guo (jguo38@u.rochester.edu)	
Omer Kayhan (okayhan@u.rochester.edu)	
Jonathan Madden (jmadden3@u.rochester.edu)	

Eastman Choral Ensembles and Rehearsal Schedule

Ensemble:	Day:	Time:	Location:
Eastman Chorale (EC)	MWF	1:35-2:45pm	RWR (ESM 120)
Eastman Repertory Singers (RS)	MW	3:35-4:30pm	RWR (ESM 120)
Eastman-Rochester Chorus (ERC)	T	7:30-9:45pm	Kodak Hall
ESM/UR Treble Chorus (TC)	R	6:30-8:30pm	Fall: Lattimore 201, River Campus Spring: RWR (ESM 120), ESM Campus

**Changes in rehearsal time/location will posted outside RWR prior to rehearsal*

Choral Auditions and Part Assignments

All students are required to audition for choral ensembles at the beginning of each school year. Ensemble and part assignments will be decided during the first week of classes.

Solo Auditions for Choral Works

Auditions for solo opportunities (Bach cantatas, orchestral works, community sings, etc.) will be announced throughout the year. Audition excerpts will be available for pick-up at the Ensemble Library (OSL 201).

Rehearsal Expectations

Required Materials: black choral folder, tuning fork, music, pencil, water

Rehearsal Preparation: Works to be rehearsed will be distributed and assigned in advance of rehearsal. Singers are responsible for learning their parts outside of rehearsal. Evaluation of individual preparation will take place during rehearsals.

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. Students found using cell phones will be marked absent for the entire rehearsal.

Breaks: Students must be physically present for the entire rehearsal. Bathroom, water, and cell phone breaks will not be allowed.

Concert Expectations

Call: Call for all concerts is listed on the ensemble syllabus (may differ per concert). Students must be in place, ready to sing, at the call time.

Returning Music: Immediately following the concert, all music must be placed in the return bin. Students with outstanding debts for music not returned to the Eastman Ensembles Library (OSL 201) by the end of each semester will have replacement costs charged to their term bill.

Concert Dress Options (Eastman Chorale, Repertory Singers, Treble Chorus)

- Black “Geneva” style concert dress, black #8665. (Order at www.stageaccents.com or by phone: 1-800-631-1161), black hosiery, and black dress shoes.
- Black tuxedo tails and pants, white shirt, white vest, white bow tie, black socks and shoes.
- Black Choral separates, fabric: AA performance knit (Order from Formal Fashions Inc.):
 - Blouse: formalfashionsinc.com/separates/performance-knit-blouses/style-9773aa-performance-knit-blouse.html#
 - Palazzo Pants: formalfashionsinc.com/separates/skirts-pants/style-516faa-palazzo-pant.html#color_princess=64&fabric_princess=67

For rehearsals and performances: no fragrances, colognes, perfumes, strong scented lotions, etc.

ATTENDANCE AND GRADING

Students in choral ensembles are required to attend and sing in every rehearsal and performance. Requests for excused absences will be considered on a case-by-case basis, not guaranteed. Requests for absence from a rehearsal must be filed with the Conducting and Ensembles Department, along with other Eastman School of Music offices when appropriate, depending on the reason for absence. **All requests for excused absences must be emailed to Andrea McGaugh (amcgaugh@esm.rochester.edu).** In email of request, students must include the date(s) of anticipated absence, along with a detailed explanation of why the excused absence is being requested.

Professional engagements:

- If a student needs to request an excused absence for professional reasons, such as an out-of-town audition or performance, the student must notify the Conducting and Ensembles Department, by email, at least **3 weeks** in advance of the proposed absence (More advanced notice is always appreciated!)
- **No more than 2 excused absences will be granted** per semester for professional or personal engagements

Excused absence requests for health reasons or other last-minute emergencies:

- When a student is ill or injured unexpectedly, the student should email Andrea no later than **1 hour** prior to the beginning of rehearsal.

Vocal Rest

- Written and dated confirmation from a doctor or the student's voice teacher is required before the rehearsal. Students on vocal rest are expected to attend rehearsals and take active notes.

Extended Absences:

Extended absence due to injury or health issues must be documented by University Health Services (UHS) and the Eastman Office of Academic Affairs (located in 110 ESM). Absence/accommodation requests made for reasons of personal injury must be made to University Health Services (UHS) (**do also notify the C & E department**). 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/>

Grading Scale

Ensemble grades are based on attendance, attitude, and achievement. Students begin each semester with the grade of "A". Students are required to perform to the utmost of their ability, maintaining professionalism at all times.

Attendance component of grading system:

The ensemble grading scale will observe the following attendance guidelines:

- Unexcused absences will result in the reduction of a full grade
- **Excused absences will not be granted for dress rehearsals or concerts**, with the exception of illness or family emergency. A missed dress rehearsal or concert will result in an incomplete or failure of the course, unless the absence is documented and approved.
- Excused absences will not be granted for the final 3 rehearsals prior to a performance

Repertory Singers/Chorale:

1 unexcused absence = B
2 unexcused absences = C
3 unexcused absences = D
4 unexcused absences = F

ERC/Treble Chorus:

1 unexcused absence = B
2 unexcused absences = F

Disability Accommodations Policy:

Eastman is committed to fostering a welcoming, encouraging, and empowering environment where students with disabilities can thrive in their studies. The Office of Disability Resources works with students to identify barriers and establish reasonable accommodations in order to ensure students with disabilities have equal access and equal opportunity to fully participate in the University experience. Students who would like to request accommodations, register as a student with a disability, or learn more about available resources are encouraged to submit an application on the Disability Resources website or contact the office at (585) 276-5075 or disability@rochester.edu.

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: 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.

**for updated guidelines, please visit the Ensembles Library page on the Eastman website:*

<https://www.esm.rochester.edu/ensembles/guide/#guidelines>