

**Eastman School of Music**  
***Department of Conducting and Ensembles***

**Guidelines for Ensemble Participation, 2023-2024 (Instrumental)**

**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](mailto:ensembles@esm.rochester.edu)

**Eastman Ensemble Office and Library Staff**

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

**Eastman Conducting Faculty**

Timothy Long <i>Opera</i>	Office: ESM 334   274-1505 <a href="mailto:tlong@esm.rochester.edu">tlong@esm.rochester.edu</a>
Brad Lubman <i>Musica Nova</i>	Office: A608   274-1443 <a href="mailto:blubman@esm.rochester.edu">blubman@esm.rochester.edu</a>
Paul O'Dette <i>Collegium Musicum</i>	Office: EM 416   274-1446 <a href="mailto:podette@esm.rochester.edu">podette@esm.rochester.edu</a>
Mark Davis Scatterday <i>Wind Ensembles (EWE, EWO)</i>	Office: EEW 312   274-1156 <a href="mailto:mscatterday@esm.rochester.edu">mscatterday@esm.rochester.edu</a>
Neil Varon <i>Orchestras (PHIL, ESSO)</i>	Office: OSL 104   274-1442/1440 <a href="mailto:nvaron@esm.rochester.edu">nvaron@esm.rochester.edu</a>
William Weinert <i>Chorus</i>	Office: A606   274-1444 <a href="mailto:wweinert@esm.rochester.edu">wweinert@esm.rochester.edu</a>

**Graduate Instrumental Conducting Assistants:**

<b>Orchestra:</b>	<b>Wind Ensemble:</b>	<b>Musica Nova:</b>	<b>Choral:</b>
Austin Chanu	Zach Griffin	Luke Poeppel	Hannah Duff
Yonatan Dvir	Luca Peveroni		Henry Griffin
Rebecca Bryant Novak	Mason St. Pierre		Jiabao Guo
Serena Reuten			Omer Kayhan
			Jonathan Madden
			Colin Mann
			Jonathan Mott

## Means of Communication:

### Conducting and Ensembles Website:

Check here for information regarding rehearsal/concert schedules, rosters, practice parts, ensemble guidelines, and absence policies and procedures

- <http://www.esm.rochester.edu/ensembles/guide>

### Information Boards:

- In addition to the website, weekly rehearsal schedules are posted on bulletin board to the right of the Welcome Center by the mailboxes AND outside the Conducting and Ensembles Office/Ensemble Library (OSL 201).

**\*\*CHECK REHEARSAL SCHEDULE DAILY FOR POSSIBLE CHANGES IN ORDER OR LOCATION\*\***

### 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.

## Rehearsal Schedules and Policies:

<i>Ensemble:</i>	<i>Day:</i>	<i>Time:</i>
Eastman School Symphony Orchestra (ESSO)	MWF	1:45-3:25pm
Eastman Philharmonia (PHIL)	MWF	3:45-5:25pm
Eastman Wind Orchestra (EWO)	MWF	1:45-3:25pm
Eastman Wind Ensemble (EWE)	MWF	3:45-5:25pm
Musica Nova (MN)	MWF	1:45-3:25pm
Opera Orchestra	MWF	3:45-5:25pm
Studio Orchestra	MWF	3:45-5:25pm

*\*Some rehearsals outside the primary class time will occur. Students are expected to be available to rehearse during any additional rehearsals listed on the Concert Calendar.*

- Students are expected to be available to rehearse during all scheduled rehearsal days, from the first day of classes each semester to the last.
- Students should not schedule other obligations (e.g. lessons, chamber coachings, recitals, work shifts) during times ensembles are scheduled to rehearse. Requested absences for these reasons will not be approved.
- Weekly rehearsal schedule is posted on the Ensemble website, the Lowry Hall board, and Conducting and Ensembles/Ensemble Library board (outside OSL 201).
- Students are expected to arrive no later than **5 minutes** prior to start of their rehearsal.
- Any student not in seat when tuning 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.
- Students may not leave in the midst of a rehearsal unless there is an emergency.
- Water is the only beverage permitted in rehearsal spaces. Food is not permitted.

## Concert Policies:

- CALL TIME for all concerts is 30 minutes prior to concert start – this applies to ALL performers, regardless of which pieces musician performing on. Students must check in with the Ensemble Assistant upon arrival.
- All concerts, unless otherwise noted, will begin at 7:30pm (call time is 7:00pm)
- Students performing the first piece on a program must be on stage no later than 7:25pm.

## Concert Dress:

- Black ankle-length dress with long sleeves and modest neckline, or long skirt or dress pants with long-sleeved blouse with modest neckline. Black stockings and black dress shoes (please avoid open-toed shoes).

-OR-

- Black tuxedo with tails, white vest, white bow tie, black shoes and socks.

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

## Auditions:

- Auditions for ensembles are required for string students. Auditions may be held in one or two rounds. The first round serves as a general assessment of the musician. Students who advance to the second round may be considered for Principal positions.
- Auditions consist of the preparation of standard excerpts.
- Wind, Brass, Percussion and Harp students' ensemble assignments are determined by the studio faculty based on instrumentation needs. Some studios may hold auditions.

## Seating Assignments:

- **Strings:** Assignments are determined through audition as well as past performance in orchestra in terms of discipline, preparation, and general attitude. String seating is rotated per concert cycle.
- **Winds/Brass/Percussion/Harp:** Assignments are determined by studio faculty based on instrumentation requirements. Assignments are rotated per concert.
- **Musica Nova:** All students, from every class year, may be assigned to rotations in Musica Nova. Students especially interested in performing with this ensemble should contact Brad Lubman or the Ensemble Library.
- **Other:** Students may be assigned to ensembles outside their regular "lower" or "upper" rotation class registration (e.g. upper rotation players may be assigned to Musica Nova, or lower rotation players may be assigned to Opera)

## Music Distribution:

- Parts will be available for pickup at the Ensemble Library, in advance of first rehearsals.
- Music is checked out for the duration of each concert cycle and left in a drop box following each concert. Folders must also be returned after each concert.
- Students are responsible for bringing their parts to all rehearsals/concerts.
- String students will receive one folder per stand. Outside string players will be responsible for the folder and original parts. Inside string players can access practice copies on the Ensemble website. Hard copies of practice parts may be requested if preferred.
- Each Wind/Brass/Percussion/Harp student will receive all assigned parts for current concert cycle in one folder.

Students are responsible for all assigned music. Duplicate parts are NOT always available. **Cost of lost or damaged parts or folders, or of late return of rented music, will be charged to student's term bill at the end of each semester.**

## Attendance and Absence Policies:

Students participating in Eastman ensembles are required to attend every rehearsal and performance for which they are assigned. **Students are expected to be available for all concert cycles, and all rehearsal/performance dates within each cycle.** 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 [ensembles@esm.rochester.edu](mailto:ensembles@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
- If a student is not able to attend a dress rehearsal, that student may be removed from the concert
- If a student is absent from more than 2 rehearsals in a cycle, due to any combination of personal/professional or emergency reasons, that student may be removed from the concert.
- **Excused absence requests for professional or personal engagements:**
  - If a student needs to request an excused absence for professional or personal reasons such as an audition or family event, 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
  - **No excused absence requests will be granted** during the final 3 rehearsals prior to a performance
- **Excused absence requests for health reasons or other last-minute emergencies:**
  - 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](mailto:ensembles@esm.rochester.edu)
  - If a student expects to miss more than one rehearsal during a cycle for health reasons, a doctor's note must be provided. Doctor's notes are also required in the event of an emergency absence from a dress rehearsal or concert.

- If a student requests to be excused from a rehearsal due to injury, that student may be asked to attend rehearsal, but take breaks or not play as appropriate.
- **Substitute player policy:**
  - Whether an absence is for professional or last-minute health reasons, students must make arrangements for music to be at the missed rehearsal
  - Wind/Brass/Percussion/Harp players must provide a reliable substitute to cover their assigned part
  - String players may be asked to provide a substitute if the work being rehearsed involves smaller section sizes (generally if the stand count is 5-5-4-3-2 or less)
  - 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.
- **Conflicts within ESM ensembles:**
  - When a student is involved in more than one performing ensemble simultaneously (i.e. EWE and PHIL), the Ensemble Office will inform the student which rehearsal to attend. The student should provide a substitute player for the other ensemble's rehearsal.

#### **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/>

Timely reporting will help students avoid penalties due to absence from rehearsals or concerts. *All unplanned absences or late arrivals, to be considered for an excused absence by a conductor or Ensemble Operations Manager, MUST be followed up with an email within one day of the absence or late arrival.*

## Grading Policies:

Ensemble grades are based on attendance, attitude, and preparation. 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. If a student has not sufficiently prepared the required music, this will be reflected in a lowered grade.

### Attendance component of grading system:

The ensemble grading scale will observe the following attendance guidelines:

- Unexcused late arrivals will result in the reduction of 1/2 of a grade
- Unexcused absences will result in the reduction of a full grade
- Failure to secure a substitute player when required will result in the reduction of 1/2 of a grade
- Failure to notify the C&E Office of an anticipated absence in advance of a rehearsal will result in the reduction of 1/2 of a grade (exceptions may be granted in emergency situations)
- **Excused absences will not be granted for dress rehearsals or concerts**, with the exception of illness or family emergency. Unexcused absences from a dress rehearsal or concert will result in an incomplete or failure of the course.
- Removal from a concert cycle due to multiple unexcused absences will result in an incomplete or failure of the course.
- Substitutes will not be allowed during the last three rehearsals (including Dress) prior to a performance

### Grading Scale:

- 1 unexcused absence = B
- 2 unexcused absences = C
- 3 unexcused absences = D
- 4 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](mailto: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: <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](http://www.rochester.edu/sexualmisconduct).