

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

**Guidelines for Ensemble Participation, 2024-2025 (Jazz)**

**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>
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**Eastman Jazz Faculty**

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Mark Watters	274-1147   <a href="mailto:mwatters@esm.rochester.edu">mwatters@esm.rochester.edu</a>

**Means of Communication:**

**Conducting and Ensembles Websites:**

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

**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!

**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:

Ensemble:	Day:	Time:	Location:
Eastman Jazz Ensemble (EJE)	TR	12:45-2:25pm	RWR (ESM 120)
New Jazz Ensemble (NJE)	TR	12:45-2:25pm	Messinger 1
Jazz Lab Band (JLB)	MW	6:30-8:30pm	RWR (ESM 120)
Jazz Workshop Ensemble (JWE)	MW	6:30-8:30pm	A902

*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

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

## 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 Room 624).

## Attendance and Absence Policies:

Students participating in Eastman ensembles are required to attend every rehearsal and performance for which they are assigned. Requests for absence from a rehearsal must be filed with the proper Eastman School of Music office.

- **Excused absence requests for professional engagements:**
  - If a student needs to request an excused absence for professional reasons such as an audition, the student must notify the Conducting and Ensembles Department, in writing, at least **3 weeks** in advance of the proposed absence (More advanced notice is always welcome!!!!)
  - **No more than 2 excused absences will be granted** per semester for professional or personal engagements
  - **No absence requests will be granted** during the final 3 rehearsals prior to a performance
  - Please note that if a performer misses a dress rehearsal they **MAY NOT** play the concert

- **Excused absence requests for health reasons or other last-minute emergencies:**
  - When a student is ill or injured unexpectedly, the student should notify the Conducting and Ensembles Department and the Ensemble Director no later than **1 hour** prior to the beginning of rehearsal
  - If a student expects to miss more than one rehearsal during a cycle for health reasons, a doctor's note must be provided.
- **Conflicts within ESM ensembles:**
  - When a student is involved in more than one performing ensemble simultaneously (i.e. Jazz Ensemble and Wind Ensemble), 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.

### **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.

#### **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
- **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.

- 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).