

**ENSEMBLE POLICIES**  
**ATTENDANCE, GRADING, AND CONCERT ATTIRE**

**WIND ENSEMBLE**  
**Spring 2017– Nicholas Enrico Williams, conductor**

The goal of **ANY POLICY** statement is to preserve the quality of the music making experience for all involved. Early communication is the best way to handle any problems that may arise.

**ATTENDANCE**

1. Musicians **CANNOT BE EXCUSED** from any rehearsals or performances.
2. Events that are **BEYOND YOUR CONTROL**, such as serious illness or family emergencies will be considered on a case-by-case basis and will be handled by the conductor of the ensemble.
3. In the event of an emergency absence, **DIRECT** communication with the conductor is essential upon return. If at all possible, please call in advance of the absence.
4. In case of absence, an explanation should be offered well in advance of the next rehearsal. Please make an appointment to speak with the conductor personally at a time other than just before or just after a rehearsal. Once again, communication is the best way to handle attendance issues.

**THE WIND STUDIES PHONE NUMBER IS: (940) 565-3737**

**EMAIL ADDRESS:     nicholas.williams@unt.edu**

**GRADING**

Student grades are based on the following:

1. Preparation, performance, and positive contribution
2. Attendance at rehearsals, concerts, and performances

Grading Scale:	Absences	=	Grade
	0	=	A
	1	=	B
	2	=	C
	3	=	D
	4	=	F

**Note:** Absence from dress rehearsal, recording session, or performance will also result in a failing grade. Students who receive a failing grade must confer with the conductor to determine future ensemble status.

**TARDY**

Musicians should be in their seats five minutes prior to tuning. Two tardies equal one absence. It is recommended that students keep open the hour prior to their scheduled rehearsal time to minimize the possibility of being late.

**REQUIRED PERFORMANCES**

Wind Ensemble	Thursday, February 16, 2017	7:30 pm	Winspear Hall/MPAC
*RECORDING SESSION*	Monday, February 27, 2017	5:30pm-10pm	Winspear Hall/MPAC
Wind Ensemble	Thursday, April 13, 2017	7:30 pm	Winspear Hall/MPAC
Wind Ensemble/ Wind Symphony	Thursday, April 27, 2017	7:30 pm	Winspear Hall/MPAC

Performers are to arrive at least **thirty minutes prior** to the scheduled beginning of each concert and sign-in. The sign-in list will be checked fifteen minutes prior to the downbeat of each concert. It is also recommended that you not book other rehearsals or engagements between the dress rehearsal and the concert during the day of a performance.

## **CONCERT ATTENDANCE**

To enhance and expand the musical education of the musicians in the ensemble, music majors are required by the College of Music to attend fifteen concerts or recitals each semester. The Wind Studies Area requires that **ALL ENSEMBLE MEMBERS** use the performances listed below as partial fulfillment of this obligation. **AN ABSENCE MAY RESULT IN THE LOSS OF ONE LETTER GRADE PER CONCERT MISSED.**

## **REQUIRED CONCERTS**

Symphonic Band	Tuesday, February 7, 2017	7:30 pm	Winspear Hall/MPAC
Wind Symphony	Tuesday, February 14, 2017	7:30 pm	Winspear Hall/MPAC
Brass Band	Monday, February 20, 2017	7:30 pm	Winspear Hall/MPAC
Concert/University Bands	Wednesday, February 22, 2017	7:30 pm	Winspear Hall/MPAC
Symphonic Band	Thursday, March 30, 2017	7:30 pm	Winspear Hall/MPAC
Wind Symphony	Wednesday, April 5, 2017	7:30 pm	Winspear Hall/MPAC
Concert/University Bands	Wednesday, April 12, 2017	7:30 pm	Winspear Hall/MPAC
Symphonic Band	Sunday, April 23, 2017	3:30 pm	Winspear Hall/MPAC
Wind Symphony	Thursday, April 27, 2017	7:30 pm	Winspear Hall/MPAC
Brass Band	Sunday, April 30, 2017	3:30 pm	Winspear Hall/MPAC

## **REHEARSAL “BUMP” SCHEDULE – rehearsals that will take place somewhere other than the IRR/Winspear**

Thursday, February 23	Rehearsal moved to Music Building 232
Thursday, March 9	Rehearsal moved to Music Building 232
Tuesday, April 18	Rehearsal moved to Music Building 232

## **DOCUMENTING CONCERT ATTENDANCE**

Music Majors should swipe their student ID in the lobby area **AT LEAST 15 MINUTES PRIOR TO THE BEGINNING OF THE CONCERT (THE TABLE WILL BE CLOSED 5 MINUTES PRIOR TO THE CONCERT – YOU WILL NOT BE ABLE TO CHECK IN AFTER THIS TIME.)** Following the conclusion of the concert, you will need to swipe your ID again in the lobby. A list of those in attendance will then be posted on the Wind Studies callboard. Students must bring any corrections for consideration to the Wind Studies office by the end of the week following the concert. Corrections will not be considered after this time.

## **SHARED CONCERTS**

If you share a concert with another ensemble, you are required to be in attendance for the entire concert.

## **SHORT-TERM LEAVE OF ABSENCE**

Requests for excused absences for the purposes of auditions, contests, interviews, and other special professional opportunities are to be made with the ensemble conductor and are subject to approval by the Director of Symphonic Band. The amount of flexibility we have in accommodating such requests is directly related to the amount of advanced notice given. No requests will be approved during the week of a performance.

## **OUTSIDE COMMITMENTS**

As a member of the ensemble, your primary responsibility is to the announced schedule. Outside work and performance opportunities are considered to be the business of the student but must not interfere with College of Music obligations. Please consider this document a contract of your commitments to the College of Music and the Wind Studies Area for the semester.

## **HEARING PROTECTION**

The use of hearing protection (ear plugs) is strongly recommended. The UNT Speech and Hearing clinic will provide a free hearing test to every enrolled UNT student. In addition, “musician’s ear plugs” can be purchased at the clinic. The College of Music provides ear plugs at no charge; students can pick these up from the repair shop, MA 106.

### **CONCERT DRESS**

**MEN:** Full dress black: black formal trousers, black tuxedo jacket, white dress shirt, black bow tie, optional black cummerbund, black socks and black shoes.

**WOMEN:** Black full-length, long-sleeved dress or black full-length skirt or black loose-fitting pants with black long-sleeved blouse (**covered shoulders, arms and torso**). Optional: very small, pure white trim collar and cuffs. Jewelry is acceptable if it is not flashy. Black hose (black sheer OK) and black shoes. All clothing and shoes to be formal rather than casual material and style. No sweaters, please.

### **REHEARSAL SCHEDULES**

Weekly ensemble rehearsal schedules are posted every Monday on the Wind Studies call board in the College of Music as well as on the Wind Studies Website (<http://www.music.unt.edu/windstudies>). Communication regarding rehearsal information such as schedule and location will be carried out through the university e-mail (EagleConnect) system. Please check your university account regularly for the latest information or have your EagleConnect mail forwarded to another email account.

### **CELL PHONES / PAGERS**

**NO CELL PHONES ARE ALLOWED IN REHEARSALS OR PERFORMANCES.** Cell phones will be involuntarily donated to Denton County Friends of the Family. Be sure you have your cell phone data backed up in a different location.

### **REMIND INFORMATION**

Remind will be used to keep all members of this ensemble updated (rehearsal schedule changes/concert information/etc). You may TEXT "@untwi" (no quotes) to 81010.

### **Office of Disability Accommodation**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

### **Code of Conduct**

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty (cheating/plagiarism.) If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action. Please refer to <https://deanofstudents.unt.edu/conduct> for more information.

### **Fall Semester Add/Drop Period**

Information about add/drop dates for the Fall Semester:  
<http://www.unt.edu/registrar/schedule/fall/withdraw.html>

### **General Academic Schedule:**

<http://essc.unt.edu/registrar/schedule/fall/calendar.html>

### **Final Exam Schedule**

The final exam schedule is linked below.  
<http://registrar.unt.edu/exams/final-exam-schedule/fall>

## **Financial Aid and Satisfactory Academic Progress**

### **Undergraduates**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

### **Graduates**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

### **Academic Integrity**

Academic Integrity is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with the University Policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of "F" in the course. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at: <http://vpaa.unt.edu/academic-integrity.htm>.

### **Student Behavior in the Classroom**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at: [www.unt.edu/csrr](http://www.unt.edu/csrr).

### **Student Perceptions of Teaching (SPOT)**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available April 18th – May 1st to provide you with an opportunity to evaluate how this course is taught. For the spring 2016 semester you will receive an email on April 18th (12:01 a.m.) from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).