



# UNT WIND STUDIES: ENSEMBLE POLICIES **ATTENDANCE, GRADING, AND CONCERT ATTIRE**

## **CONCERT BAND – Spring 2018**

**Jacqueline Townsend, 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.

**WIND STUDIES PHONE:** (940) 565-3737  
**WIND STUDIES EMAIL:** [windstudies@unt.edu](mailto:windstudies@unt.edu)  
**DIRECTOR EMAIL:** [JacquelineTownsend@my.unt.edu](mailto:JacquelineTownsend@my.unt.edu)  
**DIRECTOR OFFICE HOURS:** By appointment

### **GRADING**

Student grades are based on the following:

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

Grading Scale:

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

#### **Note:**

- Absence from dress rehearsal 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.
- Sectional attendance is **required**.

### **TARDINESS**

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**

Concert Band	Monday, February 26, 2018	7:30 pm	Winspear Hall/MPAC
Concert Band	Monday, April 23, 2018	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/swipe-in. The sign-in list will be checked fifteen minutes prior to the downbeat of each concert. School IDs will be swiped in the lobby by the Wind Studies Librarians. It is also **STRONGLY** recommended that you not book other rehearsals or engagements between the dress rehearsal and the concert during the day of a performance.



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## 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 WILL RESULT IN THE LOSS OF ONE LETTER GRADE PER CONCERT MISSED\*\***

## REQUIRED CONCERTS

Wind Symphony/Lone Star Wind Orchestra	Tuesday, February 8, 2018	7:30 pm, Winspear Hall/MPAC
Symphonic Band	Tuesday, February 13, 2018	7:30 pm, Winspear Hall/MPAC
Brass Band	Monday, February 19, 2018	7:30 pm, Winspear Hall/MPAC
Wind Ensemble	Thursday, February 22, 2018	7:30 pm, Winspear Hall/MPAC
Symphonic Band	Thursday, March 29, 2018	7:30 pm, Winspear Hall/MPAC
Wind Symphony	Thursday, April 5, 2018	7:30 pm, Winspear Hall/MPAC
Wind Ensemble	Thursday, April 10, 2018	7:30 pm, Winspear Hall/MPAC
Brass Band	Monday, April 16, 2018	7:30 pm, Winspear Hall/MPAC
Wind Symphony/Symphonic Band	Thursday, April 26, 2018	7:30 pm, Winspear Hall/MPAC

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

Monday, April 2, 2018	Rehearsal moved to Music Building 232
Wednesday, April 11, 2018	Rehearsal moved to Music Building 232
Wednesday, April 25, 2018	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 absences will be emailed to students at the end of the semester. Students must bring any corrections for consideration to the Wind Studies office by the first day of Finals Week. 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 Wind Studies. The amount of flexibility we have in accommodating such requests is directly related to the amount of advanced notice given.

## OUTSIDE COMMITMENTS

As a member of the ensemble, we assume that your primary responsibility is to the announced schedule. Outside work and performance opportunities are considered to be the business of the student but should 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.



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## 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:**

Option 1: Black full-length, long-sleeved dress OR black full-length skirt and black long-sleeved blouse/jacket (Either version should have **covered shoulders, arms, and torso**).\* Black close-toed shoes. Both clothing and shoes should be formal rather than casual.

Option 2: Black loose-fitting pants with black long-sleeved blouse/jacket (**covered shoulders, arms, and torso**).\* Black close-toed shoes. Both clothing and shoes should be formal rather than casual.

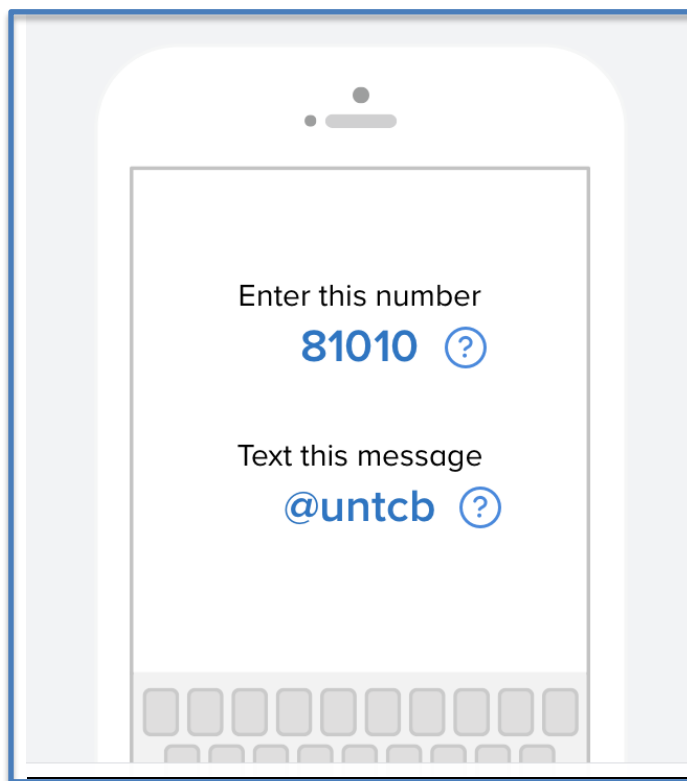
\*A very small, pure white trim collar/cuffs and tasteful, conservative jewelry is permissible.

## 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 81010 and type @untcb or you may use the following link: <https://www.remind.com/join/untcb>





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## **ACADEMIC INTEGRITY**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

LINK: <http://facultysuccess.unt.edu/academic-integrity>

## **STUDENT BEHAVIOR**

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 Dean of Students 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. (*Also see below, UNT Care Team*)

Link: <https://deanofstudents.unt.edu/conduct>

## **ACCESS TO INFORMATION – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs at [my.unt.edu](http://my.unt.edu). All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

LINK: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

## **ODA STATEMENT**

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.

LINK: [disability.unt.edu](http://disability.unt.edu). Phone: (940) 565-4323

## **2017-2018 Semester Academic Schedule (with Add/Drop Dates)**

Link: <http://catalog.unt.edu/content.php?catoid=17&navoid=1737>

## **Academic Calendar at a Glance, 2017-2018**

Link: <https://www.unt.edu/catalogs/2017-18/calendar>

## **Final Exam Schedule**

Link: <http://registrar.unt.edu/exams/final-exam-schedule/spring>



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## **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.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

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. 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.

LINK: <http://financialaid.unt.edu/sap>

### 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. Music scholarships require a 3.5 cumulative GPA. 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. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

LINK: <http://financialaid.unt.edu/sap>

## **RETENTION OF STUDENT RECORDS**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates.

Link: <http://ferpa.unt.edu/>

## **RESPONDING TO STUDENTS IN DISTRESS: UNT CARE TEAM**

Please visit the CARE Team website to tips to recognize students in distress and what you need to do in cases of extreme behavior or references to suicide.

Link: <http://studentaffairs.unt.edu/care>