CONTACT INFORMATION

Alix Saba, Manager of Ensembles
   Telephone: 617-358-3808
   E-mail: xila89@bu.edu (preferred contact)
   Office B03

David Hoose, Director of Orchestral Activities
   E-mail: dhoose@bu.edu

David Martins, Director of Wind Ensemble
   E-mail: martinsd@bu.edu

Tiffany Chang, Assistant Director of Orchestral Activities
   E-mail: tchang86@bu.edu

Lizzie Burns, Orchestra Personnel Manager

Daniel Dickson, Orchestra Personnel Manager

Lina M. Gonzalez, Orchestra Personnel Manager

Matthew Scinto, Orchestra Personnel Manager

Katie Youn, Orchestra Personnel Manager

Anna Bradford, Wind Ensemble Personnel Manager

Jessica Warren, Assistant Wind Ensemble Manager

Younggyo Lee, Assistant Wind Ensemble Manager

Boston University School of Music
MUSICAL ORGANIZATIONS
MP600, MP602, MP500, & MP502
HANDBOOK

2015 – 2016

Contents

Guide to Registration
   Grades
   Attendance

Procedure for Requesting an Absence
   Recitals

Illness and Family Emergency
   Injury

Ensemble Schedules

Checking Out and Returning Music

Checking Out and Returning Auxiliary Instruments

Concert Dress

Ensemble Managers

Contact Information
GUIDE TO REGISTRATION

MP600|one credit: Orchestra
MP602|one credit: Wind Ensemble
MP500|zero credit: Orchestra
MP502|zero credit: Wind Ensemble

• String students for whom Large Ensembles are a curricular requirement will enroll in MP600 for one credit.
• Woodwind, Brass, Harp, Keyboard and Percussion students for whom Large Ensembles are a curricular requirement will enroll in MP600 for one credit, or in MP602 for one credit. The Director of Orchestras and the Director of Wind Ensemble will determine which is the appropriate course in which to enroll.
• Woodwind, Brass, Harp, Keyboard and Percussion students for whom Large Ensembles are a curricular requirement and who will be placed both in Orchestra and in Wind Ensemble during the semester will be enrolled in MP600 or MP602, as determined by the Directors of Orchestras and Wind Ensemble. Those in MP600 will also be enrolled either in MP602 or in MP502; those in MU602 will also be enrolled either in MP600 or in MP500. Those choosing to receive credit for the second course will receive elective credit toward the degree; this course will not fulfill curricular Large Ensemble credit requirements. Students are required to take Large Ensembles for each semester of their residency, as stipulated by their degree program.
• String, Woodwind, Brass, Harp, Keyboard, and Percussion students for whom Large Ensembles are not a curricular requirement but who are in Orchestra and/or Wind Ensemble have two choices for enrollment: 1. They may be enrolled in MP600 or MP602 for one elective credit; the Directors of Orchestras and Wind Ensemble will determine which is the appropriate course in which to enroll. 2. They may be enrolled in MP502 for zero credit.
• The requirements of all these one-credit and zero-credit courses are identical. All students in any of these courses (MP600, MP602, MP500, MP502) will receive letter grades (A, B, C, D, F). These grades will appear in, and be part of, University student grade transcripts.
• All students participating in Large Ensembles, whether enrolled in MP600, 602, 500, or 502, are obliged to fulfill satisfactorily the requirements of the ensemble in order to remain in good standing with the School. Students receiving financial assistance from the School or University must remain in good standing (receiving passing grades for the major) in order to please meet with the Manager of Ensembles to sign a contract that explain the conditions of the loan. Auxiliary instruments may not be taken off the Boston University campus and may not to be used for any purpose other than School of Music related activity, unless permission has been sought and received from the Manager of Ensembles. Those receiving such permission will be required to pay a fee or deposit. All school owned instruments must be returned to the Manager of Ensembles by the end of each semester. Anyone failing to comply with this policy will receive fines that will be charged to his or her account.

CONCERT DRESS

Unless otherwise announced, concert dress is formal, as follows:

Women
Black, ankle length dress with short or long sleeves, or
Black, ankle length skirt and black dress blouse, or
Black trousers and black dress blouse, with short or long sleeves
Modest tops with sleeves that cover the shoulder (short, ¾, or long is fine)
Black stockings
Black dress shoes
Modest jewelry
Please: no perfume, sleeveless tops or spaghetti straps, shiny headbands, casual wear, jeans/denim, yoga pants, or boots.

Men
Black tuxedo
White long-sleeve dress shirt
Black bow tie
Black socks
Black dress shoes
Please: no cologne, casual wear, jeans, or boots.

ENSEMBLE MANAGERS

The Wind Ensemble has one manager and two assistant managers. Each orchestra will have one or more managers; the Symphony Orchestra managers will be assigned to different sections of the orchestra (strings, or woodwinds, brass and percussion, for instance). Questions and concerns should be addressed to the appropriate ensemble manager.
please note: while prior notification of illness is professional courtesy, the absence can be excused only when you have submitted the appropriate form and the manager of ensembles has considered it.

in the event of family or other emergency, please notify the manager of ensembles for that concert cycle as soon as possible.

injury
if you believe you are unable to play in ensembles because of injury, please see the manager of ensembles immediately. the manager will confirm with your applied teacher and chamber music coach(es) the student’s status. if you are unable to participate in large ensembles, you must also curtail participation in chamber music, other large ensembles, and approaching recitals. if you continue to play recitals or other performances, you risk further injury; you also will receive a failing (f) grade in large ensembles. as guided by your applied teacher, you should continue your private lessons. if you are released from from a concert cycle because of injury or illness, you must schedule weekly meetings with the manager of ensembles to discuss your progress. you will be placed in the next concert cycle, unless these conversations determine otherwise.

ensemble schedules
the week’s rehearsal schedules (and seating assignments) will be posted online via google calendar on the ensembles website. since unexpected last-minute changes do occasionally occur, please check the schedule daily, even after the week’s schedule has been initially posted.

www.bu.edu/ensembles/calendars

checking out and returning music
check out your music from the curriculum library before the first rehearsal. librarians may bring remaining parts only to the first rehearsal of any concert cycle, but you should not count on getting your music from them. failure to check out the music promptly will adversely affect your grades. unless told otherwise, return your music immediately after the concert, either to the music box, if provided at the concert, or to the curriculum library, by the next day. anyone returning music late will be held financially responsible for late fees charged by the rental company.

checking out and returning auxiliary instruments
the school of music owns auxiliary instruments that students may use for large ensembles. if you wish to use any school-owned instrument for use at bu, retain their assistance. those receiving any kind of failing mark risk losing a portion of, or the entirety of, their scholarships, as determined by the faculty and scholarship committee.

grades
marks for those taking mp600/602 one credit, or mp500/502 zero credit, are determined by the following. those who consistently honor all these will receive superior grades.

• prompt checking out of parts once made available by library.
• adherence to attendance regulations, including procedures for requesting any absences.
• timely readiness at beginning of rehearsals. **
• professional conduct during rehearsals and concerts.
• attentiveness and cooperation during rehearsals and concerts.
• timeliness and thoroughness of musical preparation.
• adherence to the call time for performances. lateness will not be excused, regardless of whether one is performing at the beginning of the concert or not. to be considered on time, one must check in by the call time with the appropriate ensemble manager.
• adherence to announced dress code for performances.
• active contribution to the musical and organizational growth and health of the ensemble, as evidenced by qualities such as engagement, involvement, and leadership.

specific effect of attendance on grades
• one unexcused absence from a rehearsal will lower a grade by one full letter. one unexcused lateness will lower a grade by one half letter.
• two unexcused late marks will be equivalent to one unexcused absence and will affect the grade accordingly.
• two unexcused absences will result in a failing grade (f) for the course.
• failure to attend a dress rehearsal or performance will result in a failing grade (f) for the course.

** musicians should be on stage five minutes before the tuning a is given. once tuning has begun, anyone not in his or her seat will be considered late; anyone unexpectedly late should speak with the appropriate manager during intermission to clarify the record. it is professional courtesy to make sure all outside (marked) string parts are on the stand at least ten minutes before the rehearsal begins.
ATTENDANCE and SEEKING AN EXCUSED ABSENCE

Attendance is required at every rehearsal and performance for which a student is assigned.

Anyone seeking to be excused from a rehearsal or performance must submit a written request. Any request for absence from a rehearsal must be made at least two weeks in advance of the rehearsal in question. Any request to be excused from a performance must be made at least one month before the rehearsal period is scheduled to begin.

Any request presented with the assumption that it will be approved will not be favorably considered. Therefore, plans that cannot be changed, such as travel or professional commitments, must not be made prior to submitting the request and receiving notice of its approval. The Manager of Ensembles, in consultation with the ensemble conductors, will approve or disapprove the absence request. Their decision is final.

The following factors will guide the Manager of Ensembles in deciding whether a request is excused:
- The merits of the request, whether professional or personal
- The student's standing in the course
- The frequency and number of requests for absence requested by the student during the semester
- The number of any other absences anticipated during the rehearsal in question
- The impact that the absence may have on the progress of the ensemble
- The length of the absence requested
- Requests for absence from dress rehearsals will not be considered.
- Requests for absence for any reason (professional engagements, auditions, competitions, and family events) must be sought and approved before committing to the potential conflicting event.
- Students in the process of arranging graduate school or other auditions are expected to request audition times that do not conflict with MP600/602 commitments.
- Lateness to rehearsals because of private lessons or chamber music coaching will not be excused.
- Students must not make assumptions about which ensembles they will be placed in from concert to concert; therefore, they should take into careful account the entire posted calendar until seating assignments are posted.

PROCEDURE FOR REQUESTING AN ABSENCE

- Make the request at least fourteen days in advance.
- Make the request online (www.bu.edu/ensembles, Music Major Ensembles section).
- Provide thorough explanation of the reason for the request.
- Make any requests for two or more successive rehearsals on one form; include the specific dates requested.
- Make any request to be excused from a performance in person with the Manager of Ensembles, at least one month before the beginning of the concert's rehearsal period. Note: Once seating assignments are posted, no seating requests for that cycle can be considered.
- Look to receive a response by email within one week.
- First desk string players, all woodwind, brass and percussion players: before applying for any absence, discuss with the conductor candidates whom the student should arrange as a substitute and make those arrangements.
- Be prepared to meet with the conductor to review missed material.
- Ensure that the music, including outside (marked) string parts, is at the rehearsal.

RECITALS

Do not schedule recitals, recital permissions, rehearsals, or dress rehearsals that are in conflict with a Large Ensemble rehearsal or performance. Do not schedule recitals in close proximity to those rehearsals, since no requests to be excused from an entire or portion of a rehearsal or concert because of a recital will be considered.

ILLNESS and FAMILY EMERGENCY

Only a condition that could be contagious (e.g. fever, flu strep throat) will be considered an illness that would justify absence from a rehearsal. If you need to be absent because of such an illness, please contact the Manager of Ensembles by 12noon of the day in question. Except in extreme emergencies, the absence of a student who has not notified the manager ahead of time will not be excused.

Within ten days of returning to classes, make an appointment to speak with the Manager of Ensembles explaining the absence; failure to do so can result in the absence being unexcused.