University Wind Ensemble Member Handbook
Academic Year 2013-2014

Conductor: Sebastian Bonaiuto (bonauito@bc.edu)

Profile
The University Wind Ensemble (UWE) was introduced to Boston College in the Fall of 2005 in order to create performance opportunities more reflective of the talent, needs, and desires of the students. The UWE is a select student ensemble of 46 members (at full instrumentation) whose membership is determined by competitive audition or by invitation of the conductor. The ensemble performs the finest musical literature written for winds and percussion. The typical member is a highly skilled and highly motivated student musician for whom music making is a personal priority. This ensemble requires a full academic year commitment. Exceptions are considered on a case-by-case basis. Since the University Wind Ensemble is a scholarship ensemble, members are required to make the UWE their top musical priority.

Mission Statement
The University Wind Ensemble, as well as the Bands Program as a whole, strives to provide the best musical experience for its members and guests through quality performances and dedication to music making.

Membership
Members are admitted to the UWE after attending the open rehearsal and individual audition at the beginning of the school year. Each member is to be fully aware of the UWE schedule of rehearsals and performances. Each member must agree that the UWE schedule constitutes a prior commitment and avoid scheduling any conflicting commitments. The member is responsible for providing family members with the UWE schedule in order to avoid the possibility of family members scheduling conflicting commitments.

Student Leadership
The membership of the University Wind Ensemble elects a student Executive Board in the spring semester of every year. All members who have served for at least one year are eligible.

Section leaders for every section (some sections may be combined) are appointed at the start of the fall semester.

The E-board meets with the conductor and the ADOB weekly to discuss general topics related to the ensemble, its members and the conductor. The E-board further assists with policy topics, concert and rehearsal logistics, social activities, membership and communication between the members and the conductor. The SLs serve the respective members of each section specifically. Additionally, the student leadership will assist the conductor and the ADOB with concert production.

The UWE Student Leadership for AY 2013-2014

Executive Board

Chris Coscia, Clarinet (cosciach@bc.edu)
Kelsey Frederick, Saxophone (frederke@bc.edu)
Chris Samul, Percussion (samul@bc.edu)
Eliza Voltz, Flute (voltz@bc.edu)

If you have an inquiry for the E-board in general, the common email address is bcuwe.eboard@gmail.com.
Section Leaders:
Appointed by UWE director and E-board at the beginning of each school year. They are responsible for supporting the members of their section and acting as a leader and role model for their section members.

Communication and Support

You are encouraged to communicate with your peers in the ensemble. It is better to ask than to not know the answer to your questions and not understand essential musical or logistical information. Your questions will be answered and your other needs will best be met if you know whom to ask.

Your section leader is an upperclassman with experience in the UWE who knows his/her way around the Bands Program – ask your section leader first.

In cases where your section leader can’t help you directly, see one of the Executive Board members.

If the Executive Board member needs assistance, they will likely go to a member of the student staff. If more assistance is required, the Assistant Director Of Bands, Erin Meiman, is available for assistance in the Bands Office Monday – Friday from 9:00 AM to 5:00 PM.

If you have musical questions that your section leader can’t help you with, ask the conductor.

Attendance

1. Attendance at all rehearsals and performances is required of every member.
2. Each member is to be fully aware of the UWE schedule of rehearsals and performances. Each member must agree that the UWE schedule constitutes a prior commitment and avoid scheduling any conflicting commitments.
3. An online calendar is available at:
   http://www.bc.edu/content/bc/offices/bands/events/UWECalendar.html
4. You may download the schedule to your smart phone if you have a gmail account.
5. The member is responsible for providing family members with the UWE schedule in order to avoid the possibility of family members scheduling conflicting commitments.
6. All requests to miss a rehearsal are to be submitted 24 hours in advance via an email message to the conductor fully explaining the conflict.
7. Members are allowed to miss two hours of rehearsal time per semester for approved conflicts. Members wishing to use this allowance MUST contact the Conductor one week in advance for approval. Missing a substantial part of rehearsal (one half hour or more) will accrue to the two-hour allowance. Deficits accrued for tardiness will NOT accrue to the two-hour allowance.
8. All missed rehearsal time in excess of the two-hour allowance must be made up with practice time spent in the Bands Facility. The make up time is recorded using the attendance app in Helix.
9. In the case of an absence because of a family emergency, the member is expected to take care of family obligations first and then to contact the conductor as soon as possible thereafter. If prior notification is possible, prior notification is preferable.
10. In the case of an absence because of a medical emergency, the member is expected to take care of their medical needs first, and then contact the conductor as soon as possible thereafter. If prior notification is possible, prior notification is preferable.
11. In the case of illness on the day of a rehearsal, the member is expected to follow this guideline: if you are well enough to attend class, you are well enough to attend rehearsal. If a member goes to class and the illness intensifies throughout the day, the member is expected to contact the conductor by 3:00 PM.
12. All members are required to attend the dress rehearsal in order to perform the related concert. Any member missing from the dress rehearsal for any reason will not be allowed to perform the concert.
13. If a member is absent without notice per the above guidelines, he/she may not be allowed to continue with the ensemble.

**Benefits (Lessons, Scholarships, Playing Tests)**

In addition to the satisfaction of rehearsing and performing great music with skilled, dedicated ensemble mates, every member of the University Wind Ensemble receives additional benefits.

Every member of the UWE is required to take private lessons. The Bands Program funds the lessons. Members receive lessons at no cost to them. The Bands Program has an approved list of private teachers with whom members must study.

**UWE Teachers for AY 2013-2014**

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flute</td>
<td>Judy Grant</td>
<td>617/522-7851</td>
<td><a href="mailto:jeg1245@aol.com">jeg1245@aol.com</a></td>
</tr>
<tr>
<td></td>
<td>David Houston</td>
<td></td>
<td><a href="mailto:dbhouston10@verizon.net">dbhouston10@verizon.net</a></td>
</tr>
<tr>
<td>Oboe</td>
<td>Nancy Dimock</td>
<td></td>
<td><a href="mailto:ndimock@yahoo.com">ndimock@yahoo.com</a></td>
</tr>
<tr>
<td>Bassoon</td>
<td>Janet Underhill</td>
<td>617/524-1703</td>
<td><a href="mailto:janetu@arcadianwinds.org">janetu@arcadianwinds.org</a></td>
</tr>
<tr>
<td>Clarinet</td>
<td>Richard Shaughnessy</td>
<td>617/549-7416</td>
<td><a href="mailto:shaughri@bc.edu">shaughri@bc.edu</a></td>
</tr>
<tr>
<td>Trumpet</td>
<td>David Healey</td>
<td>617/552-2065</td>
<td><a href="mailto:healeyda@bc.edu">healeyda@bc.edu</a></td>
</tr>
<tr>
<td>Saxophone</td>
<td>Jennifer Bill</td>
<td></td>
<td><a href="mailto:jbill28@yahoo.com">jbill28@yahoo.com</a></td>
</tr>
<tr>
<td>F. Horn</td>
<td>Rachel Daly</td>
<td></td>
<td><a href="mailto:rpsid@comcast.net">rpsid@comcast.net</a></td>
</tr>
<tr>
<td>Low Brass</td>
<td>Jobey Wilson</td>
<td>617/306-6537</td>
<td><a href="mailto:jobey1977@yahoo.com">jobey1977@yahoo.com</a></td>
</tr>
<tr>
<td>Percussion</td>
<td>Timur Rubinshteyn</td>
<td>603/818-6297</td>
<td><a href="mailto:timurrubinshteyn@yahoo.com">timurrubinshteyn@yahoo.com</a></td>
</tr>
</tbody>
</table>

The conductor provides a member list to each teacher. Please contact your teacher at the start of the semester to schedule lessons. The teacher may contact you to schedule lessons but the student should take the initiative to make the first contact. Please schedule your lessons promptly at the start of each semester.

**Scholarships**

Every member of the University Wind Ensemble is budgeted to receive a $1,000 achievement scholarship for the year.

**Deductions**

Deductions will be taken from the scholarship on the following basis:
- Missed rehearsal time that has not been made up
- Absent without notice (AWON) from a lesson (lesson cost is deducted)

**Timing**

In AY 2013-2014, half the scholarship amount will be applied to your student account in December. The remainder of the scholarship will be applied to your student account at the end of April in the spring semester.
Once grades and deductions (if any) are calculated, the actual amount you receive may be less than $500 to reflect your grade and any deductions.

Important note: each member must complete the full year in order to retain ANY part of the scholarship. Members who do not complete the full year will have the ENTIRE scholarship removed.

Students admitted to the UWE in the spring semester because of openings in the instrumentation will receive a full semester’s scholarship.

The amount of the budgeted scholarship that each member actually receives is based on achievement on playing tests and listening tests:

**Playing Tests**

Members are tested weekly on their proficiency on the musical assignments per the syllabus. The private teachers administer the playing tests at the weekly lesson. The private teachers are instructed to take a few minutes at the start of the lesson to hear the prepared music. Teachers will simply turn on the metronome and the student plays. Teachers may elect to hear the music more than once if the teacher feels that the student can do better on a second playing. Once per week, each teacher submits the numeric grades to the conductor.

**Playing test grading:**

- A grade of 90% to 100% will yield 100% of the 60%
- A grade of 80% to 89% will yield 90% of the 60%
- A grade of 70% to 79% will yield 80% of the 60% and a citation that improvement is needed in order to remain in the ensemble
- A grade of 60% or less will yield a grade of (I). The member is required to convert the incomplete to a satisfactory grade within one week (at the next lesson).
- Members can maintain only one incomplete at a time.
- An incomplete that is not converted to a grade within one week will result in a grade of 50% and a review of the member’s practice process and a possible probationary status.

Listening tests will be administered during rehearsals once per week. Members listen to a brief excerpt of the works in the repertoire and identify the composer and the work. Listening tests are graded on a simple percentage of correct answers. Listening test graded constitute 40% of the grade.

The total UWE benefits package assuming complete achievement ranges from $1,700 to $2,300 depending on instrument.

**Alcohol Policy (Non-Travel)**

Alcohol consumption is strictly prohibited during all University Wind Ensemble rehearsals and performances.

Any member found under the influence of alcohol or illegal substances at any University Wind Ensemble event will be asked to leave and will be dismissed from the ensemble.

**Small Ensembles**

**Chamber Ensembles**

Chamber music is an important component of the wind ensemble experience. The UWE provides chamber music opportunities. Specific chamber-music-only performances may be a part of the performance schedule, but chamber music may also be performed during regular University Wind Ensemble performances. Specific chamber music activity will vary depending on factors that are unique to each year.
All members of the University Wind Ensemble, with the exception of graduating seniors, are required to perform at Boston College’s Commencement.

Commencement for AY 2012-2013 is scheduled for Monday, May 20 with rehearsals scheduled for Saturday and Sunday, May 18 and 19.

Members received $100 for performing at Commencement.

Housing for Commencement is provided by Boston College. Towards the end of the spring semester, students must request a housing extension through ResLife. Some students may need to move out of their current dorm rooms and into a new one for the week. Please make arrangements ahead of time if you will need to move.

Please share this obligation with your parents immediately so there are no misunderstandings when the time arrives.

Rehearsals

The UWE rehearses Mondays and Wednesdays, from 4:15 to 6:30. Occasional conflicts with University events may require some changes to this schedule.

When a member arrives at the rehearsal room at 4:15, s/he “signs in” by scanning the bar code provided by the Bands Office using the scanner at the front of the rehearsal room.

The computer program automatically records the time that the student “signs in” and calculates any time deficiency. Members set up their chairs and stands and warm up individually until 4:25.

At 4:25, we will tune. The tuning note for the woodwinds is sounded either by an oboist or a clarinetist. All of the woodwinds will tune to a concert A 440. Once the woodwinds have tuned to concert A, the Bb clarinets will tune to a concert F (open G for the Bb clarinets).

A low brass player sounds a concert Bb tuning note for the brass.

Once having tuned to the single notes, the entire ensemble may play additional tuning/warm-up material.

At 4:30, we begin rehearsing the literature.

At the conclusion of the rehearsal, all members put away stands and chairs unless another ensemble rehearsal follows in which case chairs and stands remain.

All members must be fully prepared to accomplish the goals for the rehearsal. This includes having practiced music individually, having instruments in good working order, and having mutes, reeds, lubricants, music, pencils to mark music (a pencil has been provided for you in the folder) and any other accessories required for your particular instrument at rehearsal. You are strongly urged to seek your teacher’s advice regarding the brand and specifications of accessories to purchase.

Proper rehearsal protocol applies to every rehearsal:

- Attention focused on the task at hand
- Do not allow yourself to be distracted in any way
- One voice in the room at one time (doesn’t have to be the conductor)
• Full engagement in the music-making process
• Both feet on the floor (if you are concerned about modesty, then dress appropriately)
• No chewing gum
• Absolutely no talking or other distracting behavior while any part of the music is in process
• Full and consistent respect for the conductor, fellow ensemble members, Bands Program facility and property is expected of everyone

**Cell Phone Policy**

• Cell phones must be **turned off** when the member arrives at rehearsal
• Use of a cell phone for any reason during a rehearsal is grounds for dismissal
• If a member’s cell phone rings, buzzes or otherwise distracts a rehearsal, the owner will stand before the ensemble and apologize for the interruption

Cell phones must NOT accompany the member on stage during performances under any circumstances.

**Performances**

The University Wind Ensemble performs at least five times throughout the academic year, including an annual Christmas concert, a chamber music concert in the spring during the Arts Festival, and a performance during the Commencement ceremonies in May. All members are expected to attend all performances in order to remain in the ensemble (graduating seniors are exempt from the Commencement performance). Exceptions to this expectation cannot be honored except for emergencies beyond the control of the member.

All typical performance protocols are observed during performances and will be discussed in greater detail as the performance approaches. A dress rehearsal is scheduled for each performance, typically (but not always) the day before. **Members must attend the dress rehearsal in order to perform in the concert.**

**Concert Attire**

• Women: Floor length black dress, trousers or skirt with black top, or all black pants suit and black shoes and black hose or black tights. Basically, women’s concert attire should cover from the neck to the wrist and from the neck to the ankles. No sleeveless tops and no knee-length or shorter dresses, trousers or skirts.
• Men: Black tuxedo or matched black suit, white dress shirt, black bow tie, black dress shoes and black socks.