

# University of Florida Jazz Band Syllabus and Student Handbook (MUN1710, MUN3713 and MUN6715 )

Fall 2016

Website: [www.ufjazz.com](http://www.ufjazz.com)

**Instructor:** Scott Wilson

**Class Meets:** Tuesday and Thursday from 2pm to 3:30pm in Steinbrenner Band Hall. You are required to also attend one hour of sectionals every week starting in the second week of the course.

**Office hours:** Our graduate assistants will list their office hours in the School of Music. Appointments are available on request via Skype, in person, or it can be scheduled directly after jazz band rehearsals. After contacting one of us we will send you a link to schedule an appointment time.

**Scott Wilson Email:** [swilson@arts.ufl.edu](mailto:swilson@arts.ufl.edu)

**Required text:** “Living the Dream, The Morning After Music School.” This is published by Kendall Hunt Publishing and is written by publicist and manager Brian Horner. This very inexpensive book will help teach our students about business management and proven strategies to earn high paying work in the music industry.

## Statement from the Director:

The University of Florida Gator Jazz Band will offer you a positive opportunity for personal and musical growth. This course is designed to teach you current industry skill sets and aptly prepare you to break into the professional music industry. The Gator Jazz Band is a very visible group in the community and therefore expectations for this ensemble are very high and we strive to set national standards. Please remember we expect all students to excel and be responsible for the expectations set forth within the band. That being said, it is my true honor to be part of each of your musical journey and I look forward to helping you in every way possible to further your career. Thank you for gracing our jazz ensembles with your exceptional musical talents and we look forward to hearing your music. Please make sure you are familiar with our online Gator Jazz Band Website: [www.ufjazz.com](http://www.ufjazz.com)

*Scott Wilson*

*Jazz Director for University of Florida Jazz Bands*

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## MISSION STATEMENT

### The Gator Jazz Band seeks to:

- Set national standards for the highest quality performances.
- Set national standards for the highest quality performance in jazz improvisation within the big band.

- Provide performance opportunities that will give students experience with regards to understanding how to successfully prepare for live performances. Performances will enrich our student's professional business skills and commercial performance skills.
  - Help students acquire the commercial music skills necessary to help students easily transfer into professional and commercial freelance job opportunities.
  - Provide skill sets that will improve the financial success of our students throughout their live.
  - Serve as goodwill ambassadors for the University of Florida, recognizing that everything we do and say represents literally hundreds of thousands of Floridians and University of Florida Alumni.
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## **STAY INFORMED!**

Being informed is an intentional act. We expect everyone to take the initiative to stay informed at all times and our success depends on it!

You will receive Gator Jazz Band updates and information through the following methods:

- Twitter updates (you must sign up for the Gator Jazz Band Twitter or you may not enroll in jazz band).
- Sakai emails and announcements
- Announcements in sectionals
- Announcements at the conclusion of rehearsals

\* If you have a class conflict that necessitates leaving rehearsal early, it is YOUR responsibility to seek out any information you may have missed from your section leader.

Please note that there is no excuse for being uninformed. Thanks in advance for doing your part to keep up to date and contribute to the success of the Gator Jazz Band!

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## **ATTENDANCE AND GRADING**

Prompt and regular attendance is required at all rehearsals and performances. Any class conflicts must be cleared with the director a minimum of one week in advance unless it is an emergency. The determination of unexcused absence will be made at the discretion of the director.

### ***Absences/Late Arrival/Early Departures***

- Attendance at rehearsal: to be considered present and participating in rehearsal a student MUST have their folder, music being rehearsed, pencil, mutes, all doubles, and be actively engaged.
- A tardy is defined as not being in your rehearsal position when rehearsal begins. Members who arrive more than 15 minutes late to a rehearsal or leave early from a rehearsal will be considered absent. Members who are more than 5 minutes late to a performance may have their performance assignments or duties changed. Members who arrive late to "3 consecutive rehearsals" may lose the privilege of being in the Gator Jazz Band.
- Two instances of being late will equal one absence.

- All section leaders are required to hand in sectional reports each week and report who attended the sectional. The Staff Director (see leadership roles) will collect this information and report it to the Director.
- There is one sectional a week and it is required. You may not participate in Gator Jazz Band if you are unable to attend sectionals and there are no exceptions. All attendance rules for rehearsals apply to scheduled sectionals. Students that miss 4 sectionals may be removed from Gator Jazz Band or replaced by the designated substitute.
- An absence from a performance will result in the lowering of the student's grade.
- If you are absent from a rehearsal during the final week of a schedule performance, you may be removed from your solos or features or you may half to sit out for the second half of the concert.
- Students may not be allowed to attend a performance if they have unexcused absences from two rehearsals in the same week.
- If extenuating circumstances affect your attendance, you should meet with a director within one week of your absence to communicate any necessary information.
- All students are required to turn in the "**Scheduling Conflicts Form**" by the 2nd week of classes. This form has you list all the dates you are performing in other ensembles, dates for dress rehearsals that could interfere with jazz band rehearsals and requires that you list your substitutes name for each date that you plan to be absent. If your book is not present at a rehearsal you will be considered absent. All attendance rules apply to substitute instrumentalists. NOTE: If you miss a sectional you still must have a substitute present in your place so that the members of the section can hear the full sound of the chords, hear inner parts and because there are other musicians/subs that need this experience and it is vital to their career. This means you will have to seek out your substitutes at the very start of the semester and confirm that they are available. This will minimize issues of having rehearsals without the full ensemble present and this also lowers the stress levels for all students involved.

### ***Class/Examination/Professional Conflicts***

Every student will turn in a Class Conflict Form in the 4<sup>th</sup> week of class. University classes/examinations that conflict with rehearsals or performances must be reported at least two weeks prior to the class/examination using a Class Conflict Form which may be obtained from Sakai. Complete the entire form, and place it in the "Class Conflict Forms" box in the Band Office. If your conflict is reported in the correct time frame it will be approved.

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### **Grading Procedure**

- 3 unexcused rehearsal absences/partial attendance = maximum semester grade of B
  - 4 unexcused rehearsal absences/partial attendance = maximum semester grade of C
  - 5 unexcused rehearsal absences/partial attendance = maximum semester grade of D
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## Alternates/Subs

□ The Gator Jazz Band alternates exists to ensure that there are no holes in rehearsals and Performances. Additionally, the alternate system allows for the flexibility needed to facilitate our student's academic schedules and family responsibilities (i.e. funerals/weddings).

- Alternates will be designated according to music audition scores but if they are unavailable you are welcome to find another person.
  - In most cases, each section will have at least one alternate to serve as a substitute performer for rehearsals and a designated substitute for all performances.
  - When a member is not going to be present, the alternate should begin learning their book and have access to the book. Please keep the book secure at all times and this is vital to our success at our performances.
  - In the event of multiple excused absence, the director's discretion will be used in deciding who continues in that spot.
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## Challenges

□ You may challenge for a higher position or feature solo twice throughout the semester. For example if you would like to play lead trumpet and attain the section leader position, you will be able to audition into that spot in the 4<sup>th</sup> and 8<sup>th</sup> week of classes. If you would like to challenge for the section leader position or a featured solo, you absolutely can and only need to inform the instructor prior to the scheduled "Challenge Dates." To determine all results we take into account the full musician and also evaluate professional strengths such as work ethic, communication skills, attendance, positive attitude, teachable disposition, leadership qualities, ability to take criticism positively, etc. These are the same qualifications that will exist in the commercial music industry and free lance markets and this training is vital to your success outside of the college environment as well as inside of the college environment.

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## Equipment

### **Instrument Issue**

The University of Florida provides instruments to members of the Gator Jazz Band in several sections. Instruments are issued by contract at the beginning of each semester and are checked in at the conclusion of each semester or shared throughout the semester with other students. Students must be officially enrolled in jazz band for an instrument to be issued. Failure to check in an instrument by the designated date will result in a bar being placed on the student's academic record.

Note: This year, instrument check-out will be handled by first speaking to professor Scott Wilson. He will direct you to the correct person to help you get your instrument checked out.

### **Instrument Repair**

Instruments owned by the University of Florida are repaired on an annual schedule in an effort to keep up with normal wear and use. Problems with university owned instruments should be reported in writing. Whenever possible, a replacement instrument will be issued during the repair period. Damage to

instruments caused by misuse, abuse, or neglect will be the responsibility of the student to whom the instrument is issued.

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## **Policy on Sexual Harassment and Sexual Misconduct**

It is the policy of the University of Florida to provide an educational and working environment for its students, faculty, and staff that is free from sexual harassment and sexual misconduct. Sexual harassment and sexual misconduct in any form will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff, and visitors to promptly report sexual harassment or sexual misconduct. For more specific information, please see [www.aa.ufl.edu/aa/affact/harass](http://www.aa.ufl.edu/aa/affact/harass) and the General Information section of the University Catalog.

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## **Students with Disabilities**

The University of Florida provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 392-1261 ext. 214.

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## **Code of Conduct**

The Gator Jazz Band members are extremely visible in the community and important goodwill ambassadors for the University. Membership in the Gator Jazz Band is a privilege and must not be abused. The following guidelines are designed to establish a code of conduct for all members of the Gator Jazz Band. Violation of this code may result in the loss of privilege of membership in the Gator Jazz Band. It is neither the intent nor the purpose of this code to list every possible rule infringement. It is assumed that members of the Gator Jazz Band are responsible adults, and will be treated as such.

1. University Rules of Conduct are in effect at all times during rehearsal, performance and travel by the Gator Jazz Band. The University Student Conduct Code can be found at [www.dso.ufl.edu/studentguide/studentconductcode.php](http://www.dso.ufl.edu/studentguide/studentconductcode.php).
2. Consumption of alcohol and/or drug use is expressly prohibited during all Gator Jazz Band rehearsals, travel and performance. Evidence of drug or alcohol use on the bandstand or in rehearsals may result in automatic suspension from jazz band activities, possible dismissal from the band, and a failing grade. Any evidence of drug or alcohol use when on campus and at performances may result in automatic referral to the Dean of Students.
3. Students must use the rest rooms prior to rehearsal. Rehearsal is only one hour and we expect all students have the professional skills to take care of personal business before they enter the class room. In emergencies you may leave rehearsal however you must let the instructor know so he is informed of why you are leaving.
4. Remember that we represent the University at all times. Negative comments are not representative of the behavior that is expected from Gator Jazz Band members.
5. Represent your jazz band with pride and honor. It is your responsibility to maintain our tradition of

excellence and your responsibility to represent the Gator Jazz Band and the University of Florida with the highest possible individual standards. This includes a refrain from posting any electronic postings or comments that could be deemed offensive to any other member of the Gator Jazz Band, staff, directors, or University of Florida administrators.

NOTE: Individuals who violate the Code of Conduct may be removed from performances or dismissed from the jazz band.

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## **Travel Responsibilities**

*When traveling the following rules are in effect.*

- Section leaders will be responsible for attendance, monitoring bus/car cleanliness, etc.
- On travel days, all students must be on the bus for roll check 15 minutes before scheduled departure time.
- In the event that you miss the bus at the beginning of the trip, you will NOT be allowed to join the band by driving yourself to the trip destination. This is a policy handed down directly from the Dean's Office of the College of Fine Arts.
- Follow packing instructions. To help you, luggage is generally loaded on one side and instruments on the other side of under-bus storage.
- Be considerate of the driver and fellow bus passengers (music, movies, language).

## **Hotel Responsibilities**

- Pack carefully - remember that nothing happens by accident - it is an intentional act so pack with a careful eye and make sure you have all your belongings!
  - Have a great time in the hotel, but not at the expense of others. Remember, hotels are for sleeping and rest.
  - Do NOT wander the halls/lobbies/etc in your pajamas or various stages of partial dress.
  - Please travel in groups of three at ALL times and we recommend traveling in larger groups at night.
  - It takes a long time for a group our size to move from point A to B. Allow extra time for elevators, crowds, etc. to avoid being late.
  - Make sure your entire room is awake and out of bed at the appointed time each day.
- Take care of each other!!
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## **Driving Your Own Vehicle**

We try never to use student vehicle for travel but it might be an easy solution for local performances. Please keep the following in mind when you are driving your own vehicle to a performance.

- Prior to any student using transportation other than that provided by the University, there must be a completed form on file in the Band Office signed by the student and a Director.
- Plan to arrive well in advance of the rehearsal or performance. Parking for personal vehicles is often difficult and expensive, so it is highly recommended that students travel via official university transportation.
- When following the buses, remain behind the last bus at a safe distance.
- Problems arising from the use of personal vehicles will not be considered extenuating circumstances for the purposes of attendance.

□ Moving violations, parking citations, or vehicle damage are not the responsibility of the Gator Band, or the University.

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## **Section Leaders**

Our student section leader team is vital to the success of our organization. In addition to leading the sections and organizing a wide array of communications and logistical issues, our student leaders should work hard to ensure that their respective sections have an enjoyable and rewarding experience in the Gator Jazz Band.

We expect that section leaders understand how to walk the line of being respectful towards their musicians yet at the same time being extremely firm and honest about their expectations. This is a difficult skill to master so be prepared for a learning process in managing people. Also remember that getting students over personal barriers can often be very challenging and other students may struggle to attain a professional disposition, display emotional maturity, display proper knowledge of professional rehearsal procedures or they may completely lack vital business skills. With that in mind we must accept responsibility for the group and help all achieve the class goals. Remember, it is your job to be a leader and instill professional expectations in our musicians and nurture their deficiencies. The harder you practice at developing a solid group effort, the more fruitful all your careers will be in the future.

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## **Performance Dates on Jazz Band Website**

**Performance Dates are listed on the Gator Jazz Band Website. Click the Critical Dates link in the top right hand corner of the website header. [www.ufjazz.com](http://www.ufjazz.com)**

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# SERVICE AND LEADERSHIP OPPORTUNITIES

## PHI MU ALPHA MISSION

*Adopted 1901*

The Object of this Fraternity shall be for the development of the best and truest fraternal spirit; the mutual welfare and brotherhood of musical students; the advancement of music in America and a loyalty to the Alma Mater.

## LEGACY AND VALUES

Sinfonia builds better men in music. Our Founder said "Our business is the making of men," and the motto for our membership is "the Manly Musician and the Musicianly Man." We recognize the ancient principle that the only excellent musician is the good man, who gives forth a perfect harmony with the whole of his life. Through a tradition of ritual and symbol, Sinfonia preserves a perennial philosophy of ethics and aestheticism to influence musicians to a higher plane. Sinfonians are devoted to developing character and ideals in ourselves and in our brothers.

Sinfonia's chief purpose is to develop Fraternity in music. At the dawn of the twentieth century an American musician could not advance unless he was European-trained, and music in America was held back by intense rivalry and distrust between musicians and schools of music. In that atmosphere, the nation's leading musicians founded Sinfonia to promote brotherhood among musicians, and revolutionize the field of music. Since that time Sinfonia has been the rallying point for musicians to support each other and music in America.

Sinfonia is a movement for the betterment of mankind. Our concept of Fraternity is not limited to sociability or friendship among musicians, but encompasses the Enlightenment ideal known as the universal Brotherhood of Man. Sinfonia seeks to bring the musician to the full realization that service to music is not enough, but that service to mankind should be the essential thing of his life. We believe that musicians have a particular power - and obligation - to aid and bless society. With a charitable spirit and the power of music, we seek to bring Harmony to mankind.

Sinfonia upholds the highest standards in music. In every age the forces of commercialism and ego support music of the most common type, but the promotion of the best in musical art relies on those who are devoted to the principles of excellence and artistic integrity. Sinfonia was founded in a post-Enlightenment age when artists had gained new freedoms to create the music of their own inspiration. Amid the opportunities and influences of a growing music industry, Sinfonians stood for quality and sincerity in music. Since 1898 Sinfonia has been the rite of passage through which musicians have dedicated themselves to advancing the best in music.

Sinfonia champions the power of music. In ancient tradition, the indescribable sensation one feels when deeply moved by music was considered a real and direct experience of transcendent Truth, perceived through the forms of expressiveness, power, and beauty. Sinfonians are heirs to this enduring tradition of Truth in music, and our highest charge is to create music with such inspiration, sincerity, and fervor that it provides this experience of bliss and exaltation. We uphold music, not for the sake of music itself, but to uplift our fellow man. Sinfonians work to instill in all people an awareness of music's important role in the enrichment of the human spirit.

Section Leaders

## Kappa Kappa Psi and Tau Beta Sigma

Kappa Kappa Psi and Tau Beta Sigma are honorary service organizations whose sole purpose is to serve the college or university band programs through service projects, fundraisers, social events and other projects as determined by the directors. Both of these organizations are dedicated to serving the band, and do so in numerous ways. The variety of experiences in band and chapter activities makes these organizations a great way to serve the band while building lifelong friendships.



***EVERY STUDENT MUST SIGN THIS PORTION OF THE GATOR JAZZ BAND HANDBOOK CONTRACT AND RETURN IT TO YOUR SECTION LEADER BY THE 3rd WEEK OF CLASSES.***

Thank you so much for helping the University of Florida provide a professional learning environment for our students. We look forward to working with all of you and can't wait to perform some great music.

All my best,  
Scott Wilson

**THE UNIVERSITY OF FLORIDA GATOR JAZZ BAND  
CONTRACT**

I have read and understand all policies, expectations, and procedures as set forth in the Gator Jazz Band Handbook and Syllabus. I am aware that the policies stated herein are simply guidelines aimed at helping set a professional standard for all students in terms of attitude, sense of commitment and behavior. I agree to abide by these policies and understand that any actions on my part that conflict with the spirit of these policies will result in appropriate consequences designated by the Directors and/or School of Music administrators.

\_\_\_\_\_  
**Band Member Signature Date**

\_\_\_\_\_  
**Band Member Printed Name**

**Email:** \_\_\_\_\_ **(required)**

**Phone:** \_\_\_\_\_ **(required for listing in our Jazz Directory)**

**Received by (Section Leader – Printed Name):** \_\_\_\_\_

I.