

<p>The University of Tampa Symphony Orchestra</p>

Orchestra Handbook: Policies and Procedures
(updated Jan 2013 by Kira Omelchenko orchestra director)

General Overview

The University of Tampa Symphony Orchestra (UTSO) is a community orchestra that provides UT students and community musicians an opportunity to perform music of the orchestral repertoire. The personnel of the orchestra include professional and amateur musicians from local and surrounding communities. Throughout the season, UTSO provides 2-4 concerts which range in style and repertoire to the local community.

Mission

The UTSO enriches student and community life through study and performance of the large orchestral repertoire. It provides students and community musicians an opportunity to serve through music and to develop performance skills, aesthetic judgment, historical and cultural understanding, as well as critical thinking.

Goals and Objectives

The UTSO strives to create an environment of excellence where players will experience growth in their musicianship. Musicians will also have the opportunity to challenge themselves through individual practice and performance, expand their knowledge of orchestral repertoire and grow as artists, colleagues, friends, and individuals, while continuing to experience the joy of music.

The specific objectives and goals of the UTSO are:

- Through active participation in the ensemble, students will explore a variety of musical styles, forms and genres. Rehearsal and performance of standard orchestral repertoire at the highest level will enhance every member's aesthetic awareness and perception.
- Through the rehearsal process students will build self-discipline and sense of individual commitment to the group. The common goal of striving for excellence (not perfection) will influence preparation on both an individual and ensemble level.
- The UTSO seeks to deepen its connection to the university community and the community at large by sharing its music to a new and wider audience.

Roles

1. The Music Director serves as the musical and artistic leader of the ensemble. The director should promote positive musical experiences for the group as well as maintain excellent musical standards. He or she also conducts the ensemble in rehearsals and concerts and finalizes the repertoire for the season. The director works with the Chair of the University of Tampa Music Department to establish the concert season and appropriate rehearsal/performing facilities. The director should also maintain a clear and strong communication to members of the orchestra. This includes informing players of the programs and rehearsal/concert dates and any changes which might occur.

2. The Student Helper is a student from the University of Tampa assigned to assist the Music Director in his/her needs. This includes but is not limited to librarian work, making photocopies, creating part-folders, rehearsal set-up/tears and taking attendance. When needed, the student helper may ask members of the orchestra for assistance.

3. The Orchestra Board is an advisory group where the interests of the orchestra members, the director, and the music department meet to discuss matters affecting the group. It also enhances communication between these constituencies. Membership includes the director, at least one student, at least one community member, at least one full-time music department faculty member, at least one string player, and at least one wind/percussion player (these qualifications may overlap in an individual). The board meets at least once each semester.

4. The Role of the Orchestra in the Community is twofold: to provide an opportunity for life-long participation in and service through music, and to present free public concerts of fine repertoire performed at the highest possible level.

5. The Role of the Orchestra at the University of Tampa: The UTSO along with the Band and the Choir, is one of three large (sometimes called “major”) music ensembles and as such is expected to present a concert on campus at least once each semester and occasionally to provide music for University events. At the discretion of the director and the orchestra board, other performances may be scheduled. The UTSO is the major ensemble required for string students majoring in music and/or receiving music financial aid; under some circumstances, it may be an assigned ensemble for wind and percussion players, as well.

Director

Dr. Kira Omelchenko, komelchenko@ut.edu

Orchestra Board Members

Michael Weeks, violin and professor at UT

Jenny Tung, cello and community member

Allie Heinrich, cello UT student junior

Monroe Lewis, flute UT student junior

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<p>The University of Tampa Symphony Orchestra</p>

MUS 289-P Orchestra Spring 2013 Syllabus

Rehearsals

Location: University of Tampa Ferman Music Center (FMC), Room 90
 Day & Time: Tuesdays, 7:00-9:00 p.m. (unless indicated otherwise)
 Thursdays, 3:30-4:45pm (UT students only)
 Credits: 0-1

Instructor: Dr. Kira Omelchenko
 Office Location: FMC 103
 Office Hours: Thursday 2:00-3:00p and by appointment
 Office Phone: (813) 257-3762
 E-mail: komelchenko@ut.edu

Course Description

This course provides the opportunity for students to participate and perform in a large orchestral setting which include stringed, wind, brass, percussion and keyboard instruments. Students will work individually on their skills outside of class as well as ensemble-listening skills in a group-focused environment. Various skills on technique and musicality are covered in the class that include intonation, bowing, style, articulation, dynamics, balance and phrasing.

Course Goals and Learning Objectives

- To assist the student in understanding effective practice procedures for his/her instrument within a large ensemble.
- To improve technique and musicianship on the student's instrument
- To develop group musical concepts and styles characteristic of the various periods of music history through the study of standard and new repertoire.
- To prepare for a successful performances throughout the semester.

Prerequisites

This course is open to any UT student who plays an instrument at a medium-high level regardless of major. This course is required for music majors majoring on a string instrument and includes music education majors. A medium to advanced technical skill on an instrument is preferred. Student must hold a basic knowledge of music fundamentals, theory, and history.

Suggested Materials

ALWAYS BRING A PENCIL!

Instruments:

Students should supply their own instrument. If this is not possible, instruments may also be rented through the Music Department. Students must sign the instrumental-rental contract with instructor and students are responsible for repairing/replacing any damage on the instrument while in their use.

Lockers:

Lockers are available to students free of charge in room 90. Students should provide their own locks and check out a locker at the front office with staff assistant, Alicia Gonzales.

Music Parts, Folders, Recordings:

Music and folders are supplied by the instructor. However if a student misplaces his/her part or folder, the student is responsible for replacing the item. Refer below to "Parts and Folders." Downloadable free parts may be found online at IMSLP. Recordings may be found on Naxos Music Library or YouTube.

Rehearsal Schedules and Preparation

- Rehearsal schedules are posted weekly and can be found on the orchestra bulletin board in the music building as well as on Blackboard for UT students.
- Please check the schedule daily for any changes regarding time or repertoire.
- Each player should be prepared in advance for every rehearsal (i.e. have music learned for each rehearsal). This will create the most productive atmosphere for making music as an ensemble.
- Preparation and attitude will be reflected in your final grade.

Orchestra UT Students Attendance Policy

Attendance will be taken at each rehearsal and concert. Attendance counts towards 50% of the final grade. The student should try his/her best to be present at every class.

- Anyone who arrives after tuning has begun will be considered tardy.
- **Call the director (309) 368-6511 or email komlechenko@ut.edu in advance of any rehearsal for which you may be tardy or absent.** Failure to notify the director in advance of an absence will negatively affect your grade or participation in the ensemble.
- Excused absences will be granted only with an *Explanatory Statement for Absence* form (attached to handbook). This form is due no later than a week after the absence. These forms are required for all absences and tardies, including those due to health reasons or emergencies.
- A physician's note may not be used in place of the *Explanatory Statement*.
- Only the director constitutes an excused absence.
- After an absence, excused or otherwise, each individual player may be required to play at the request of the conductor before or after the next rehearsal. This arrangement should be made with the conductor.
- Wind, brass, and percussion players are responsible for arranging qualified substitutes for any absence. All musicians must advise the conductor of an impending absence and provide the name of the substitute player. Unless the situation renders this impossible, this must be done prior to the rehearsal in writing.
- Orchestra members are expected to attend all dress rehearsals. If needed, an excusal letter is obtainable in advance from the director and orchestra board for any class or other UT related conflict.
- The University of Tampa is part of the academic curriculum and relies on full rehearsal and concert attendance by all orchestra members. **Absences due to any kind of services that conflict with the orchestra schedule will be considered unexcused.** One unexcused absence from a rehearsal lowers student's grade one letter. An unexcused

absence from a dress rehearsal or concert will result in a failing grade and is grounds for dismissal from the ensemble.

Grade Breakdown

Attendance	50%	
Attitude	15%	
Preparation/Effort	15%	
Performances	20%	(10% first concert, 10% second concert)

Final Grading Calculations

Final letter grades will be allocated to enrolled UT students according to the following equivalents:

A = 93+
 A/B = 88-92
 B = 83-87
 B/C = 78-82
 C = 73-77
 C/D = 68-72
 D = 60-67
 F = <60

Exams

There are no written exams only concerts which serve as performance exam.

End of Semester Rehearsals

Spring: final event is May 7, this will be a reading rehearsal for the conducting final exam.

ADA Compliance

If there is any student who has special needs because of a disability, please go directly to the Academic Center for Excellence in North Walker Hall. You may phone 813-258-7251, or e-mail jdellevalle@ut.edu to report your needs and provide documentation of your disability for certification. Jennifer Del Valle is the associate director of the Academic Center for Excellence, Student Disability Services. Please feel free to discuss this issue with me in private if you need more information.

Academic Integrity

The University of Tampa is committed to the development of each student to become a productive and responsible citizen who embraces the values of honesty, trust, fairness, respect, and responsibility. The scholarly community at The University of Tampa strives to instill values that uphold academic integrity and promotes an ethical standard that does not condone academic misconduct. Violation of academic integrity and academic misconduct tarnish the reputation of the University and discredit the accomplishments of past and present students. Sanctions for violation of academic integrity and academic misconduct include a failing grade in an assignment or in the course, or suspension or expulsion from the University. I take integrity very seriously, including academic integrity. I will monitor all submissions and exams for violations of the academic integrity policy. Students are held responsible for knowing and observing the

University's Academic Integrity Policy posted at: <http://www.ut.edu/provost>. If you have any questions about the policy, please feel free to talk with me.

Classroom Disruption

At The University of Tampa, it is expected that all students will observe acceptable classroom behavior that fosters an atmosphere of learning, free and open exchange of thought, and respect for the individual within the learning environment.

Electronic Devices

Students are not permitted to use laptops, cell phones, or other wireless/electronic devices of any kind in the classroom. Use of such devices will result in forfeiture of attendance for any day they are used during class.

Physical Contact

Music instruction in particular may at times involve some physical contact between the instructor and the student. Please inform your instructor if you have any problems or concerns with this style of instruction.

Competencies and Skills for Florida Teachers (BM in Music Education Curriculum)

Course content and assignments address the Competencies and Skills for Florida Teachers as they relate to the teaching of music in the following categories:

1. Knowledge of music theory, history, and literature
 - 1.1 Identify and discriminate between rhythmic structures (e.g., beat, meter, pattern, polyrhythms).
 - 1.2 Identify and discriminate between melodic structures (e.g., contour/patterns, tonal systems [modes/scales], melodic sequence).
 - 1.3 Identify and discriminate between harmonic structures and textures.
 - 1.4 Identify and discriminate between standard music forms.
 - 1.8 Identify and interpret terms and symbols found in music scores.
2. Knowledge of curricula and instructional planning
 - 2.1 Identify appropriate skills, teaching strategies, and sequence of concepts for developing students' musical independence.
 - 2.2. Select music literature and materials appropriate for students' capabilities and musical maturity, including adaptation if warranted.
 - 2.5 Identify techniques for developing students' creative musical skills (e.g., improvisation, composition, listening skills, sight reading, performance skills).
3. Knowledge of instructional and assessment procedures
 - 3.5 Identify techniques for developing students' creative musical skills (e.g., improvisation, composition, listening skills, sight reading, performance skills).
 - 3.7 Select strategies for implementing technology in music instruction.

Adjustments to Syllabus

As per university policy, readings and other learning requirements may be adjusted during the semester according to the discretion of the instructor, with appropriate notice.

---END SYLLABUS---

Audition Procedure

All Members (community and students) need to schedule an audition with the Orchestra Director. The University of Tampa Symphony Orchestra will be holding auditions at the first of each semester (fall and spring). Auditions take place on stringed instruments as well as brass, winds, and percussion.

Building Location: University of Tampa, Ferman Music Center (FMC)

Audition Requirements: Each audition will be 7 minutes in length and include a short excerpt of a concerto, sonata, or etude of your choice as well as a two or three-octave scale, and sight-reading.

To schedule an audition or for more information about the University of Tampa Symphony Orchestra and its upcoming season contact: Kira Omelchenko Music Director, at 309-368-6511 or email komelchenko@ut.edu

Participation Fees

UT students will only need to enroll for one credit under Orchestra (MUS-289-P).

Community members need to pay a participation fee of \$25.00 each semester, with their first semester fee waived. The fees help with orchestra folders, music purchases and rentals.

Parts and Folders

The Orchestra Assistant will assist the Music Director in the organization and distribution of parts/folders. The Orchestra Assistant will notify all players when and where they can sign out parts/folders.

It is the goal of the Orchestra Department to have parts available at least a week before the first rehearsal of a concert cycle. Therefore, we request that all players sign out their music as soon as it becomes available. This will provide optimal preparation and success for rehearsals and music making. All parts will be turned in at the conclusion of that performance so that the Orchestra Assistant can return them to the Orchestra Library.

If you have any issues regarding parts/folders, please contact the Orchestra Assistant.

- Each individual is responsible for his/her music and is expected to return it in the best possible condition.
- Please mark lightly in pencils only (no art or colored pencils). No pens of any kind may be used.
- You will be charged for missing or damaged parts. If you need to replace a part, contact the Music Director for ordering information.

Concert Attire

- **Women:** solid black dress or pants (full-length required), with full or ¾ length sleeves, black socks or hose and closed-toed black shoes.
- **Men:** solid black tuxedo, white shirt, black bow tie, black shoes and black socks.
- No perfumes on concert days. Some players may have strong allergies.

Parking

Parking is free and open on UT campus after 5:00pm weekends and on the weekends. Visitors are required to obtain a visitor parking pass 7:00am–5:00pm, Monday–Friday. Bring your photo ID and license plate number to the Campus Safety Office in order to acquire a free parking permit. Visitors may also park across the street from the Campus Safety Office in a marked visitor spot, on the first floor of the Thomas Garage, and second floor or higher in the West Garage. Maps of the UT campus are available at: www.ut.edu/map .

Building Access Safety

In order to have access to Ferman Music Center, where rehearsals are held, community members should submit a copy of their I.D. or Driver's License to the Orchestra Director. This information along with a list of members in the orchestra and emergency contact information will be kept on file in the front music office. This is for the safety of everyone. Any suspicious activity should be reported to campus safety, dial on campus x7777.

Food and Beverage Policy

Please do not bring any food or beverage of any kind (except water) into the rehearsal or performance hall.

Making a Suggestion or a Complaint

Players have the right to make suggestions or complaints and should first visit with the director or members of the board, then with the course supervisor if appropriate. All complaints must be made within six months of the incident.

Procedures when Leaving the Orchestra

Players need to notify the director one month in writing in advance if they wish to leave the orchestra.

Infringement of Policy

When players break a policy, they will receive a first offense from the director. Repeating the offense will cause a second offense. When confronting an orchestra member about a discipline problem, it is advised that there is at least one unbiased witness. In some circumstances, it may be beneficial to meet with the board in order to discuss a problem and discern the possible disciplinary action.

In this case, the person will be brought in front of the Music Director and Orchestra Board for evaluation. At this time it will be decided whether the person liable will be able to continue his/her participation in the ensemble.

Attendance – please refer to attendance guidelines

Attachments

1. Players Contract (please sign and return)
2. Absence Form (please keep and make copies as need)
3. Dress Rehearsal/Concert Schedule
4. Orchestra Season Repertoire List