

Oberlin Conservatory of Music

Choral Ensembles

Guidelines for Ensemble Participation – 2015-2016

Conducting Faculty

Gregory Ristow, B-219

Director of Vocal Ensembles
Assistant Professor of Conducting
gregory.ristow@oberlin.edu
440.775.8068

Ensemble Managers

Rachel Liss

College Choir (Sopranos & Altos)
Musical Union (All)
rachel.liss@oberlin.edu

Nicolas Randrianarivelo

College Choir (Tenors & Basses)
nrandria@oberlin.edu

Professional Staff

Fabian Fuertes, C-05

Ensemble Operations & Personnel Manager
Fabian.Fuertes@oberlin.edu
C - 512-565-0368
O - 440.775.6268

**Please direct all emails regarding operations and personnel to the email address and phone extension above

Elaine Li, Ensemble Library, C-26

Ensemble Librarian
Elaine.Li@oberlin.edu
440.775.8439

**Please direct all emails regarding library needs to the email address and phone extension above

Office Hours:

Operations & Personnel	Ensemble Library
Central Room 05 10:00AM-5:00PM - Monday-Friday	Central Room 26 10:00AM-5:00PM - Monday-Friday

Contact

1. Email will be the primary form of communication between students and ensemble management. Please direct all emails regarding absences/attendance to your ensemble manager (Rachel Liss or Nicolas Randrianarivelo).
2. **Blackboard website:** Valuable information concerning daily rehearsal schedules, concert schedules, and information specific to each ensemble will be found on blackboard, which is updated regularly. **Changes may be made on the day of a rehearsal, so check blackboard often to confirm the rehearsal order.**

Link to Blackboard: <https://blackboard.oberlin.edu>

3. **Information boards:**

- Daily schedules are posted outside of Central Room 25 (large ensemble rehearsal room). ***CHECK DAILY FOR POSSIBLE CHANGES IN REHEARSAL ORDER OR LOCATION***
- Rehearsal/Concert calendar is posted outside of Central 25. It is also posted as a PDF on Blackboard.

Rehearsals

1. Schedule of ensembles:

Oberlin College Choir Mon,Wed,Fri - 4:30PM-6:00PM (usually in C25)	Oberlin Musical Union: Mon - 7:15PM-9:30PM (usually in Finney)
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2. Rehearsal information is posted on the information boards outside of C25, and on Blackboard.
3. Students should plan to arrive **NO LATER THAN 5 minutes** prior to the start of the rehearsal.
4. Any student not in-place when warmups begin will be considered **LATE**.

Mobile Phone/Texting Policy

To foster a community sense of focus and purpose, the use of mobile phones during rehearsal is not permitted, even to check the time (there is a clock in the room), and you are encouraged to leave your cellphone in your backpack/purse/etc... at the side of the room during rehearsal.

Vocal Rest

If you are well enough to be in class, but are on vocal rest, please **notify your ensemble manager**, be in your normal place in the ensemble, stand and sit with the group, but do not sing.

Concerts

1. *****The CALL TIME** for all concerts is **60 minutes** prior to the concert start.
2. All students must check in with the ensemble managers upon arrival.

3. **CONCERT DRESS**

Music should be held in a black folder or binder.

- Women: Black $\frac{3}{4}$ - or full-sleeve blouse (or dress); black pants or skirt; black socks/hose; and black dress shoes. ****Skirts and dresses must** reach below the knees when the performer is seated.
- Men: Black tuxedo jacket; black tuxedo pants; white tuxedo shirt; cummerbund; black bow-tie; black socks; black dress shoes.

4. PLEASE REFRAIN from using fragrances such as perfumes and colognes during concert events. Strong fragrances can aggravate breathing of other singers.

Ensemble Library Policies

******* USE PENCIL ONLY ******* to mark your music. **BE KIND TO YOUR MUSIC.** If music is returned with permanent markings or irreparable damage, the music will be considered "lost/damaged", and you will be fined..

Music will be collected at the **final performance of a cycle**.

WARNING: You will be fined for lost, misplaced, or damaged music. Fines for will be determined by publishers' fees (cost of materials + shipping and handling + additional costs from publishers for acquisition) If the fees are **not paid**, you will have a **hold** placed upon your student account.

Attendance: Absence reporting procedures

1. Students participating in ensemble activities are required to attend **every rehearsal and performance**.
2. Professionally related absences: If a student is required to be absent for *professionally related* reasons such as an audition, the student must have the absence **APPROVED by the Operations & Personnel Manager at least ONE WEEK in advance of the absence**.
3. DO NOT SCHEDULE DEGREE OR AD HOC RECITALS TO CONFLICT WITH ENSEMBLE REHEARSALS OR CONCERTS - You will not be excused from rehearsals.
4. Illness: If you are too ill to be in a class, or are contagious, you may use one of your excused illness absences (see grading policy below), **but must email or call the ensemble manager** prior to the beginning of rehearsal for the absence to be excused. Please notify Fabian Fuertes for extended absence due to illness or of a personal nature.

Attendance Portion of Grading

1. Attendance makes up one portion of the grade calculation for each ensemble. See the ensemble's syllabus for other portions of the grade.
2. Students begin each semester with a 100% for the attendance portion of the grade. Students are required and expected to perform to the utmost of their ability, and display a professional attitude at all times.
3. Attendance component of grading system:
 - A: 100-92
 - A-: 91
 - B: 90-82
 - B-: 81
 - C: 80-72
 - C-: 71
 - D:70-62
 - D-:61
4. Grade Deductions for Absences:
 - Absent: -10
 - Late: -5
 - Excused or professionally-related absence: no effect (handled in advance, case-by-case, with excuse form)
5. Excused absences for illness:
 - Oberlin College Choir:** Two absences for illness are allowed without deduction (with notification)
 - Oberlin Musical Union:**
 - One absence for illness is allowed without deduction (with notification only)
 - A singer who misses more than 2 MU rehearsals must make special arrangements with the conductor (to verify the part is learned, etc...) in order to be eligible to sing a concert.

Extended/additional absences due to illness will be handled on a case-by-case basis and may require documentation from a health care provider.

6. Excused absences will not be granted for dress rehearsals or concerts. **A MISSED DRESS REHEARSAL OR CONCERT MAY RESULT IN AN INCOMPLETE/FAILURE OF THE COURSE.**