Rehearsals
Location: MWIB 180
Day & Time: MWF, 3:30-5:00 p.m. (unless indicated otherwise).

Performances & Dress Rehearsals

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>UISO Dress Rehearsal</td>
<td>Tues., February 16th</td>
<td>7:00 – 9:30 p.m.</td>
<td>MWIB 180</td>
</tr>
<tr>
<td>UISO Dress Rehearsal</td>
<td>Wed., February 17th</td>
<td>3:30 – 5:00 p.m.</td>
<td>IMU Main Lounge</td>
</tr>
<tr>
<td>UISO Concert</td>
<td>Wed., February 17th</td>
<td>7:30 p.m.</td>
<td>IMU Main Lounge</td>
</tr>
<tr>
<td>UISO Dress Rehearsal</td>
<td>Tues., March 30th</td>
<td>7:00 – 9:30 p.m.</td>
<td>IMU Main Lounge</td>
</tr>
<tr>
<td>UISO Dress Rehearsal</td>
<td>Wed., March 31st</td>
<td>3:30 – 5:00 p.m.</td>
<td>IMU Main Lounge</td>
</tr>
<tr>
<td>UISO Concert</td>
<td>Wed., March 31st</td>
<td>7:30 p.m.</td>
<td>IMU Main Lounge</td>
</tr>
<tr>
<td>UISO Dress Rehearsal</td>
<td>Tues., April 20th</td>
<td>7:00 – 9:30 p.m.</td>
<td>IMU Main Lounge</td>
</tr>
<tr>
<td>UISO Dress Rehearsal</td>
<td>Wed., April 21st</td>
<td>3:30 – 5:00 p.m.</td>
<td>IMU Main Lounge</td>
</tr>
<tr>
<td>UISO Concert</td>
<td>Wed., April 21st</td>
<td>7:30 p.m.</td>
<td>IMU Main Lounge</td>
</tr>
</tbody>
</table>

End of Semester Rehearsals
TBD

Rehearsal Schedules and Preparation

- Rehearsal schedules are posted weekly and can be found either on the Orchestra Wiki at: [http://wiki.uiowa.edu/display/music/UI+Orchestras](http://wiki.uiowa.edu/display/music/UI+Orchestras) or the Orchestra Board.
- Please check the schedule daily for any changes that may occur in 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.
Attendance Policy

- Attendance will be taken at each rehearsal and concert.
- Anyone who arrives after tuning has begun will be considered tardy.
- Email Dr. Jones william-jones@uiowa.edu and music-orchestra@uiowa.edu or call 335-1631 in advance of any rehearsal for which you may be tardy or absent. Failure to notify the Orchestra Office (MWIB 165) in advance of an absence will negatively affect your grade.
- Excused absences will be granted only with a University Explanatory Statement for Absence from Class form. The form is available on the Orchestra Wiki or the UI Orchestra website at http://www.uiowa.edu/~orchestr/ and 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.
- The orchestra manager or orchestra TA’s are not authorized to excuse absences. Dr. Jones decides what 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 orchestra manager.
- Wind, brass, and percussion players are responsible for arranging qualified substitutes for any absence. All musicians must advise the conductor and the Orchestra Office 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 Orchestra Office for any class or other conflict.
- The University of Iowa Symphony Orchestra 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.

Parts and Folders
The Orchestra Librarians 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. Depending on the concert venue, all parts/folders will either be left on stage or placed in bins offstage (the Orchestra Librarians will give instructions regarding this).
If you have any issues regarding parts/folders, please contact the appropriate Orchestra Librarian (string or wind/brass/percussion librarian).

- Each individual is responsible for his/her music and is expected to return it in the best possible condition.
- Please use pencils only (no art or colored pencils) when marking your music. No pens of any kind may be used.
- You will be charged for missing or damaged parts. This is especially important for wind/brass/percussion parts, as these sections are given originals. If you need to replace a part, contact the orchestra manager for ordering information.

**Concert Attire**

- **Women:** solid black dress or pants (full-length required), with full or ¾ length sleeves, closed-toed black shoes.
- **Men:** solid black tuxedo, white shirt, black bow tie, black shoes and black socks.

**Recordings and Scores**

Recordings and scores are also available for study. Some recordings may be accessed through streaming audio on-line via ICON (icon.uiowa.edu). Once you have logged in, select the respective orchestra, click the **Library Reserves** link and listen to the desired work. Scores are on course reserve and may be checked out for two hours at the front desk of the Rita Benton Music Library with your student ID card.

**Food and Beverage Policy**

According to The University of Iowa policy, absolutely no food or beverages (other than water) are allowed in MWIB 180.

**Administrative Home of the Course**

The College of Liberal Arts and Sciences is the administrative home of this course and governs such academic matters as the add/drop deadlines, the second-grade-only option, issues concerning academic fraud or academic probation, and how credits are applied for various graduation requirements. Different colleges may have different policies. Students with questions about these or other CLAS policies should speak with an academic advisor or with the staff in 120 Schaeffer Hall. Also see the CLAS Academic Handbook: www.clas.uiowa.edu/students/academic_handbook/index.shtml
Academic Fraud
Plagiarism and any other activities that result in a student presenting work that is not his or her own are academic fraud. Academic fraud is reported to the departmental DEO and then to the Associate Dean for Academic Programs and Services in the College of Liberal Arts and Sciences who deals with academic fraud according to these guidelines: www.clas.uiowa.edu/students/academic_handbook/ix.shtml

Making a Suggestion or a Complaint
Students have the right to make suggestions or complaints and should first visit with the instructor, then with the course supervisor if appropriate, and next with the departmental DEO. All complaints must be made within six months of the incident. www.clas.uiowa.edu/students/academic_handbook/ix.shtml#5

Accommodations for Disabilities
A student seeking academic accommodations should first register with Student Disability Services and then meet with a SDS counselor who determines eligibility for services. A student approved for accommodations should meet privately with the course instructor to arrange particular accommodations. See www.uiowa.edu/~sds/

Understanding Sexual Harassment
Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. See www.sexualharassment.uiowa.edu/

Reacting Safely to Severe Weather
If severe weather is indicated by the UI outdoor warning system, class members will seek shelter in the innermost part of the building, if possible at the lowest level, staying clear of windows and of freestanding expanses which might prove unstable. The class will resume after the severe weather has ended. See the Operations Manual section 16.14. i.

Recommended Information
CLAS recommends that instructors include relevant resources for students on the syllabus. The following are examples of such resources that might be included:

- Writing Center 110 English-Philosophy Building, 335-0188, www.uiowa.edu/~writingc
- Speaking Center 12 English-Philosophy Building, 335-0205, www.uiowa.edu/~rhetoric/centers/speaking
- Mathematics Tutorial Laboratory 314 MacLean Hall, 335-0810, www.uiowa.edu/mathlabTutor
- Tutor Referral Service Campus Information Center, Iowa Memorial Union, 335-3055, www.imu.uiowa.edu/cic/tutor_referral_service

Instructors might also wish to include a policy statement on classroom behavior and the University policies concerning exams:
Student Classroom Behavior
The ability to learn is lessened when students engage in inappropriate classroom behavior, distracting others; such behaviors are a violation of the Code of Student Life. When disruptive activity occurs, a University instructor has the authority to determine classroom seating patterns and to request that a student exit immediately for the remainder of the period. One-day suspensions are reported to appropriate departmental, collegiate, and Student Services personnel (Office of the Vice President for Student Services and Dean of Students).

University Examination Policies
Missed exam policy. University policy requires that students be permitted to make up examinations missed because of illness, mandatory religious obligations, certain University activities, or unavoidable circumstances. Excused absence forms are available at the Registrar web site: www.registrar.uiowa.edu/forms/absence.pdf

Final Examinations
An undergraduate student who has two final examinations scheduled for the same period or more than three examinations scheduled for the same day may file a request for a change of schedule before the published deadline at the Registrar's Service Center, 17 Calvin Hall, 8-4:30 M-F, (384-4300).