

# **UNLV Wind Band Studies Handbook**

**2020-2021 (Date Edited: 8/23/20)**

## **Introduction and Statement of Purpose**

This handbook is prepared to introduce Wind Band Studies students to the policies of the Wind Band Studies Division. If questions arise after reading this material, meet with Professor Thomas G. Leslie, Director of Wind Band Studies, or your advisor. Please feel free to contact them at any time for an appointment.

The activities of the UNLV Division of Wind Band Studies are designed to support the mission of the School of Music, the College of Fine Arts, Graduate College, and the mission of the University of Nevada, Las Vegas, by insuring that its graduates have the necessary skills needed to be a successful wind band conductor and pedagogue. This will be accomplished by providing experiences with conducting university ensembles in the Division of Wind Band Studies as well as advanced study in wind band pedagogy.

UNLV Division of Wind Band Studies Division serves and represents the University and the community with the highest level of professional and artistic standards. All personnel in the UNLV Division of Wind Band Studies present themselves in a professional and collegial manner at all times.

## **Wind Band Studies Faculty Contact Information**

Professor Thomas G. Leslie, Director of Wind Band Studies

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Professor Anthony LaBounty, Associate Director of Wind Band Studies

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Dr. Zane S. Douglass, Visiting Instructor of Conducting

Office: HFA 223

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Wind Band Studies Office

Mailing Address:

UNLV School of Music

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Las Vegas, NV 89154-5025

Office: HFA 223

Phone: 702-895-3734

Email: unlvbands@gmail.com

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

### **Email Requirement for Wind Band Studies Students**

The student UNLV email account (RebelMail) is one of the primary ways students will receive official university communication including information about deadlines, major campus events, and announcements. All UNLV students receive a RebelMail account after they have been admitted to the university. For more information, see <http://rebelmail.unlv.edu>.

Students are expected to check their UNLV email regularly in order to stay current with course-related communications, recognizing that certain communication may be time-critical. Wind Band Studies students are expected to check their UNLV email every 24-hours during the academic semester.

### **Graduate Wind Band Studies Auditions**

All auditions must be presented by April 15th for Fall Semester admission and by October 15th for Spring Semester admission. All students who wish to apply for an assistantship must complete a successful audition by March 1.

Students are required to apply to UNLV through the Graduate College. Information for admissions and graduate assistantships can be found at the Graduate College website. (<http://graduatecollege.unlv.edu/admissions/deadlines.html>)

Wind Band Studies auditions involve rehearsing two contrasting excerpts of major wind literature to be specified by the Director of Wind Band Studies. Proficiency is assumed in rehearsal and conducting techniques appropriate to the specific graduate level.

### **Wind Band Studies Curriculum**

The Master of Music Degree in Wind Band Studies (MM) requires 33 credits for graduation. The Doctor of Musical Arts Degree in Wind Band Studies (DMA) requires 60 credits for graduation.

### **Wind Band Studies Lessons**

Masters Candidates are required to be enrolled for 2 credits of applied lessons each semester (MUSA 661AA) until the degree requirement is fulfilled. This course can be repeated as often as needed. Doctoral students are required to be enrolled for 2-4 credits of applied lessons each semester (MUSA764AA) until the degree requirement is fulfilled. This course can be repeated as often as needed.

In addition to the credit hour fee, a special instruction fee is charged for applied lessons. See the class schedule for details, which is found on the MyUNLV website (<https://my.unlv.nevada.edu>).

It is the student's responsibility to contact their teacher to schedule a lesson time by the end of the first week of classes for each semester. In addition, students must provide their instructor with a working phone number where they can be contacted.

**Applied lessons will include, but not limited to, the following:**

1. Fourteen (14) individual hour lessons per semester, normally beginning by the second week of the semester.
2. Repertory classes as assigned per semester.
3. Wind Band Studies students are expected to attend all Wind Band Studies conducting recitals.
4. Wind Band Studies students are required to attend rehearsals of ensembles to which they are assigned that semester.
5. Wind Band Studies students are also expected to have video of rehearsals for lessons and repertory class.

All conflicts must be discussed with their applied lesson professor, in person, in order to be excused from a wind band studies repertory class. Unexcused absences can lower the lesson grade for the semester.

**Repertory Class**

Repertory class is a required part of applied study and is also required for music majors enrolled in applied lessons. Each instructor determines the locations and times for all repertory classes at the beginning of the semester.

**Recitals**

All MM students must present at least one full video recital (50 minutes or more) before graduation. The recital grade is determined by averaging the grades from the members of the MM student's advisory committee.

All DMA students must present at least four (4) full recitals (50 minutes or more per recital). Recitals include a video recital, chamber recital, ensemble recital, and a lecture recital. The recital grade is determined by averaging the grades from the members of the DMA student's advisory committee.

**Recital Procedures**

1. The repertoire for the recital must be presented to your applied lesson professor for approval prior to scheduling the recital.
2. Students must enroll in applied lessons during the semester of their recital/s.
3. Students should determine the availability of their committee and performance space to be used before proceeding to schedule their recital. If necessary, a committee member who must miss the live performance of a recital may view a DVD or hear a CD of the same. The student's advisor must have the approval of the entire committee to allow this change, except in cases of emergency.
4. Recitals must be scheduled by the third week of the semester in which the recital is to take place. Contact the School of Music Scheduler to schedule a recital. To perform a recital for credit, students must register for the correct recital course. Students must also complete a recital form, available from the School of Music Office, and have that form signed by their applied lesson professor.

5. All students enrolled in recital courses (for official recitals) or performing an unofficial recital, regardless of the venue utilized, are required to pay the recital fee. The School of Music accepts cash, check, or money order as payment. Please note: if a check is returned for insufficient funds, there is an additional \$25.00 fee charged by UNLV, and the total for the recital and returned check fee must then be paid in cash only.
6. All forms, program, payment, and posters are due three (3) weeks prior to the recital date to the School of Music Scheduler. All program content must be in Concert Program Format, prior to printing. Failure to adhere to this deadline or to use the template may result in result in recital cancelation or unavailability of services.
7. The student's advisory committee will average their grades from the recital to determine the recital grade.
8. A student who fails to compete the recital as scheduled will receive a failing grade and will forfeit the recital fee.

### **Lecture Recital**

The lecture recital is the culmination of the Doctor of Musical Arts degree program in that it requires the student to bear his/her accumulated knowledge in a presentation that demonstrates a synthesis of performance and scholarship. The following policy is intended to aid the student in the preparation for this event.

The lecture-recital topic is directly related to the topic of the student's DMA document. Lecture-recital/document topics may include performance and analysis, performance practice, pedagogy, editions, new music, or other areas of the student's interest. Students are encouraged to develop their lecture recital/document topic through course work pursued during the DMA program, but the topic may be unrelated to such enrollments.

The lecture-recital may not be given before completing all required academic courses. Academic courses are all courses other than musical ensembles and applied lessons.

The candidate should prepare the lecture-recital for a target audience of his/her peers and colleagues at a graduate and professional level of comprehension. It should be of a caliber appropriate for presentation at a college or university job interview or at a meeting of a national professional organization, such as the College Music Society or Music Teachers National Association.

Students are expected to attend lecture recitals throughout their doctoral studies in order to familiarize themselves with various possible formats that might be appropriate for their own topic.

The presentation normally consists of a lecture illustrated by brief performance excerpts, followed by a complete performance of the work(s) being discussed, if appropriate and times allows.

It is expected that the lecture-recital will last approximately one hour, including ten (10) minutes at the end for questions from those in attendance. Not more than thirty minutes of this time may be used for a complete performance of the work(s) being presented.

Students are required to use some form of computer-based technology in the presentation such as PowerPoint, Artstor slides, Finale, etc. Students will also prepare and distribute a one or two page handout.

The handout should be clearly identified with the student's name, title of the lecture recital, and date of the lecture recital. Musical examples, other figures, and quoted text or data must be captioned to indicated sources, with pages or measure numbers as appropriate. The handout should also include a brief bibliography directing the listener to other related and useful treatments of the topic that the student has used in the course of his/her research.

It is the student's responsibly to maintain regular contact with the Advisory Committee throughout the preparation of the lecture-recital.

By the time of the lecture-recital, it is expected that the student will know the material sufficiently to present it from notes or a topical outline. However, the committee may require the student to write out the entire lecture portion to help ensure a coherent and well-organized presentation.

All members of the committee will attend the lecture-recital (or view a DVD of the same) and will evaluate it with a letter grade. Comments from each committee member will be recorded on a special lecture-recital grading form.

### **Recital Advertising**

The student is responsible for designing, duplicating, and distributing advertisements for the recital. All materials should list the venue.

All posters must be emailed to the School of Music Scheduler in PDF format, prior to printing, for approval (see "Recital Procedures"). Once approved, the student may provide the School of Music Office with a maximum of eight (8) posters, which will be added to School of Music bulletin boards.

The School of Music Scheduler will post all event information to the School of Music website. The student is responsible for providing any additional information to be listed.

### **Recital Programs**

The School of Music is responsible for formatting and printing all student and faculty recital programs, all School of Music performing ensemble programs, and most other performance programs for events in the Beam Music Center (BMC) and Ham Fine Arts (HFA) venues under School of Music control. Guidelines for Student Recital Programs is below.

1. All student recital materials are to be submitted according to the Concert Program Printing Guidelines. The guidelines are provided as part of the Recital Packet to the student by the School of Music Scheduler via email.
2. Student recital programs are limited to two electronic pages.
3. Each student is to finalize a program draft and have her/his applied lesson professor sign and date a hard copy, signifying the program is approved and proofed.

4. Every effort will be made to produce accurate programs. However, recitalists are responsible for proofreading their program. The School of Music Scheduler will send the student and applied lesson professor the final copy of the program via email, with the deadline for their approval.
5. The School of Music will print sixty (60) copies of all degree recital programs. Lecture recitals will receive thirty (30) copies of the program. Six (6) copies of the printed program will be retained by the School of Music for ASCAP/BMI/SESAC licensing documentation and archival purposes. If a greater quantity of programs is requested, the student must cover the cost of printing for those that exceed the number allocated by the School of Music.
6. The recitalist is responsible for preparing and producing copy-ready translations, program notes, and texts. The applied lesson professor should also proofread this information.
7. Appreciations and other personal content will not be included in printed materials. If necessary and appropriate, such statements may be delivered from the stage.

### **Recital Audio/Visual Recording**

All on-campus official student recitals are automatically recorded by the UNLV Recording Studio. Students requesting an unedited copy of the recital CD will be charged a \$10.00 fee by the Recording Studio. Off-campus student recitals are not automatically recorded. For any additional services or questions in regards to the recording process, please contact the UNLV Recording Studio directly.

### **On-Campus Recital Receptions**

A reception is a privilege, not a right, for students, and they always have the option to move the reception to another location if it cannot be properly accommodated on campus.

In the case of back-to-back recitals in Doc Rando Hall, the first recitalist must hold the reception (if desired) in the far end of the lobby near recital hall window.

No alcohol may be served at a reception held on campus.

The recitalist must provide his/her own tablecloth to cover the table(s). The tables are six (6) foot in length, and rectangular in shape.

### **Recital Grading**

All advisory committee members are expected to attend the recitals. The Advisory Committee Chair must attend both a dress rehearsal and recital. The recital must be evaluated in writing by at least two (2) additional members of the committee. Since some advisory committee members may be unavailable to attend all performances, the candidate must arrange to have all recitals recorded for archival purposes and to make these available to the entire advisory committee for later review.

### **Grading**

TBD

### **Podium Dress Code**

Students are expected to dress in business or business casual attire. No athletic shoes or baseball caps should be worn.

### **Advising**

Wind Band Studies students are expected to meet with their advisor every semester.

### **Master of Music Progression Plan**

Below is the ideal progression of the MM in Wind Band Studies program.

<b>Semester 1</b>	Appoint Advisory Committee
<b>Semester 2</b>	
<b>Semester 3</b>	Degree audit form completion
<b>Semester 4</b>	Apply for graduation

### **Doctor of Musical Arts Progression Plan**

Below is the ideal progression of the DMA in Wind Band Studies program.

<b>Semester 1</b>	Appoint Advisory Committee
<b>Semester 2</b>	Video recital completion
<b>Semester 3</b>	Chamber recital
<b>Semester 4</b>	Large Ensemble recital (recommended Doctoral Research Seminar if offered)
<b>Semester 5</b>	Area qualifying exam (history exam after completing six credits of history) Prospectus Approval Form (with XXXX attached) Advancement to Candidacy Form Degree Audit Completion Form (with Advisement Report attached)
<b>Semester 6</b>	Apply for graduation

### **Academic Policies**

The policies and regulations of the graduate program or School of Music, the Graduate College, the University of Nevada, Las Vegas, and the Board of Regents are subject to review and change. The Graduate College Policy Manual and the UNLV Student Conduct Code are available by request in the Graduate College and on the School of Music Website.

It is the responsibility of students to know and observe all regulations and procedures relating to their graduate program, the Graduate College, and UNLV. In no case will any regulations be waived or an exception granted based on a plea of ignorance of or contention that the graduate program, Graduate College, or university did not inform a student of the regulations or procedures. Questions regarding graduate-level study regulations and their interpretation should be addressed to the Graduate College.

Registrar – <http://www.unlv.edu/registrar> (class schedule, registration guide, Online Functions, and Online Registration)

UNLV Graduate College - <https://www.unlv.edu/graduatecollege>

Division of Student Affairs – <http://www.unlv.edu/studentaffairs> (Important dates, Parking permits, etc.)

Student Support Services – <http://caeo.unlv.edu/sss> (Academic Success, Enrollment Services, etc.)

UNLV School of Music – <http://www.unlv.edu/music>

UNLV School of Music Student Resources – <http://www.unlv.edu/music/student-resources> (forms, policies, etc.)

## **UNLV Wind Band Studies Graduate Assistant Expectations**

### *Office Demeanor*

- Always be cordial to guests and Wind Band Studies faculty, staff, and graduate assistants
- Avoid using loud voices and music
- Be prompt and courteous
- Uses titles as appropriate when communicating with faculty (i.e. Professor, Doctor, etc.)

### *Purchasing Procedure*

- Obtain a printed quote with a signature and account number from the Director of Wind Band Studies or Associate Director of Wind Band Studies.
- Take the signed quote to Parwin Bakhtary in the School of Music Office, keeping a copy of the quote for the Wind Band Studies Office. Follow up on all purchases is crucial.
- Keep in mind that the School of Music Office staff are not musicians. Staff will need every detail of the product which is to be ordered.
  - o Music Rentals
    - Provide Parwin with an accurate bid from the publisher/rental house and then follow up to make sure they received the PO/Rental request. Verify the ship date.
  - o JWPepper and similar organizations
    - Create a shopping cart online and print (or screen shot) the shopping cart. The Director of Wind Band Studies or Associate Director of Wind Band Studies must sign the printed document. On the document, be sure to include an account number and deliver the hard copy directly to Parwin.
  - o Office Supplies
    - Follow the procedures outlined above but give the signed quote to the School of Music Office Manager. Typically, office products should be

ordered in bulk over the summer. If possible, wait until a larger order can be made in order to avoid several smaller orders.

- Be sure to watch the paper quantity. Although the School of Music Office is typically able to help, they do not keep tabloid sized paper in stock.
- Packages will be delivered to either the School of Music Office or the Wind Band Studies Office. If requested, please sign for any deliveries.
- All packing slips and/or invoices are to be given to the School of Music Office Manager for office supplies or Parwin for all other purchases.

### *Dress Code*

- Office Attire
  - Business or Business Casual
  - Graduate Assistants assigned to athletic bands are permitted to wear shorts/warmups on rehearsal days.
- Podium Attire
  - Business or Business Casual
  - No athletic shoes or baseball caps should be worn on the podium.
- Conductor Concert Attire
  - Determined by each ensemble director
  - Traditional attire is a tuxedo with a black tie
- Graduate Assistants are expected to wear a jacket (tie optional) when guests of the Wind Band Studies area are on campus.

### *Telephone/Messages*

- The phone should be answered with “Good morning/afternoon, UNLV Division of Wind Band Studies. This is [NAME]; how can I help you?”
- If the caller asks to speak to any Wind Band Studies faculty follow the procedure below.
  - Ask the caller, “My I tell them who’s calling, please?”
  - Place the caller on hold
  - Contact the appropriate faculty member using the intercom
    - Director of Wind Band Studies (Prof. Leslie) – IC 15
    - Associate Director of Wind Band Studies (Prof. LaBounty)– IC
    - Visiting Instructor of Conducting (Dr. Douglass) – IC 54
- If the door of the Director of Wind Band Studies is closed, he is not available unless the call is from the Director of the School of Music, Dean of Fine Arts, or an emergency.
- Wind Band Studies Office Voicemail must be checked daily.
- When taking phone messages or voicemail messages include the following
  - Name of the caller
  - Time and date of the call
  - Phone number of the caller
  - Who took the message
- Answer the Wind Band Studies Office phone, regardless of office hours, between 9:00 AM and 5:00 PM

### *Office Hours*

- Office hours must be posted in the Wind Band Studies Office by the end of the first week of classes each semester
- Graduate Assistants are required to work twenty (20) hours a week
- Wind Band Studies Graduate Assistant duties may include
  - o Monday morning office meeting
  - o Set up and striking for rehearsals
  - o Answering phones
  - o Responding to emails
  - o Organizing work areas and/or the Wind Band Studies Office
  - o Inventory of music, materials, water, paper, etc.
  - o Emptying recycling bins by calling the recycling center
  - o General office cleanliness
  - o Organizing BMC 160 and BMC storage areas
  - o Other tasks assigned by Wind Band Studies Faculty
- Office Hours do not include
  - o Ensembles graduate assistants are conducting
  - o Classes and ensembles which graduate assistants are registered
  - o Practicing, studying, listening to music, etc.

### *Computer Use*

- Refer to student computer use policies on UNLV website
- Logout of computer when not in use

### *Office Guests and Appointments*

- Greet all guests with a time of day greeting (i.e. good morning/afternoon)
- Use the intercom for any unscheduled meetings with Wind Band Studies Faculty

### *Concert Programs*

- Concert programs are assembled by ensemble managers with the help of other graduate assistants and office staff. The ensemble conductor must approve the final draft before it is sent to be copied.
- Graduate Assistants are responsible for securing program notes, ensemble personnel, conductor biographies, guest biographies, and all other pertinent information for concert programs.
- The final draft is due to the School of Music Office three (3) weeks prior to the performance and should be approved by the ensemble conductor four (4) weeks prior to the performance.
- Graduate Assistants are responsible for delivering programs to the concert hall the day before the performance. Ten to fifteen (10-15) programs should be kept for Wind Band Studies records.

### *Mail-Out Schedule (Posters, Complimentary Tickets, etc.)*

- Four (4) weeks prior to a concert:
  - o Make copies of concert poster through reprographics

- Obtain 8 ½ x 11 mailing envelopes with the UNLV return address
- Director and Patron letters need to be written and edited
  - Director letters include a letter, poster, complimentary ticket request form
  - Patron letters include a letter, poster, and two (2) complimentary tickets
- Print labels for the Clark County School District (CCSD) middle and high schools
  - Attach a label to the envelope with approved UNLV return address
  - Maintain an accurate, updated address list for all CCSD schools in a database
- Fill out a mailing form
- After requesting the ensemble conductor's signature, take the mailing form and envelopes to the School of Music Office who will contact the mailroom for pickup.
- Sometimes, CCSD will ship the envelopes directly. In that event, materials must be delivered to the Coordinator of Secondary Fine Arts Office.
- Concert complimentary tickets must be ordered and obtained from the Performing Arts Center Box Office.
  - Contact the Performing Arts Center Guest Relations Coordinator at the beginning of each academic year with dates and times for all concerts occurring that academic year
  - Coordinator will need the concert title, ensemble, time and date of the concert, as well as any information regarding guest performers.
  - Typically, two hundred fifty (250) tickets should be ordered

#### *Mailing Procedures*

- For letters and packages, make sure the label is typed in all capital letters with no punctuation. Alternatively, the delivery information can be printed directly on the envelope in the same fashion.
- Take the letter or package to the School of Music Office with a signed mail request form using account 526c.
- For items being shipped UPS/Fed Ex, the School of Music will create the label. Make sure to give the School of Music Office staff the delivery information and shipping speed desired (overnight, second day air, ground, etc.)

#### *After Hours Office Use*

- Wind Band Studies Office is available after hours for Graduate assistant use

#### *Photocopier/Scores*

- Use of the copier is limited to the Wind Band Studies faculty and staff. Occasional special requests by the UNLV faculty and administration may be permitted.
- Limit personal use of copiers; copiers for personal use are in the library.
- Photocopying scores is illegal, although educational copies of scores may be available. The use of the copy machine for reproduction of scores is prohibited.

- Wind Band Studies Office Manager is responsible for the communication with the University Copier Program (ext. 52715) that provides service to the photocopier (machine errors, toner replacement, etc.)

#### *Golf Cart/Equipment Truck*

- Before operating the golf cart, a brief online tutorial must be completed. The tutorial can be found on the UNLV Risk Management and Safety Online Training website.
- UNLV Wind Band Studies shares access to the golf cart with the theater department.
- The key to the golf cart is located in the general filing cabinet in the Wind Band Studies Office.
- Users should leave their name in the key clamp when taking the key so that the office staff knows where the key is at all times.
- Remove the name card when the key is returned.
- Use of the Division of Wind Band Studies equipment truck is limited to the UNLV Marching Band Managers, Pep Band Managers, and designated students with a valid Nevada driver's license.

### **UNLV Wind Band Studies Office Responsibilities**

#### *Office Manager*

- Purchases with Parwin and School of Music Office Manager
- Photocopier repair/toner orders
- Bulletin board and calendar maintenance
- General organization of outer office
- Recycling

#### *Ensemble Managers: Wind Orchestra, Symphonic Winds, Community Band, New Horizons Band*

- Weekly/daily rehearsal schedule posting – bulletin boards, email, Facebook, Remind, etc.
- Overseeing set up with other Graduate Assistants and assigned personal
- Ordering complimentary tickets for concerts
- Preparation of all concert promotional materials and concert programs
- Communication with Artemus Ham Hall for setup, equipment needs, and scheduling
- Communication with and transportation for guest performers/conductors
- Securing rooms for sectionals
- Taking attendance
- Striking the rehearsal room with other graduate assistants and assigned personnel
- Organizing and administration of auditions
- Checking music out and returning music to the Wind Band Studies librarian
- Community Band/New Horizons Band Managers are also responsible for communication with the Community Liaison and securing additional off-campus performances if appropriate.

#### *Marching Band Graduate Assistants*

- Assisting with the general operation of the ensemble at all rehearsals and performances, including but not limited to, game day performances
- Communicating with ensemble members and directors

- Keeping an accurate attendance record for all rehearsals and performances
- Building and maintaining student personnel database

#### *Wind Band Studies Librarian*

- Checking out and checking in of all music with prior authorization from the ensemble conductor
- Inventory of all music

#### *Equipment Manager*

- Checking out and checking in of all university-owned instruments and lockers
- Inventory of all lockers/instruments

#### *Additional Wind Orchestra Manager Responsibilities*

- Administration and management of Wind Orchestra Auditions
  - o Google Doc for sign-in
  - o Prepare and post excerpts on the UNLV Bands website
  - o Generate sight-reading exercises
- Prepare music for guests
- Communication with guests
- Communication with substitute players for absent Wind Orchestra members
- Artemus Ham Hall Communication
  - o All hall set-up communications takes place through the Director of Artistic Programming and Production (ext. 54712)
  - o Technical Director should receive all stage plots and special requests, such as a piano, harp, lighting, curtains, flags, etc.
  - o Be in communication with Stage managers
- Management of the UNLV Bands Website
  - o Homepage should have a graphic of the upcoming concert poster
    - If no upcoming concert poster is available use the season poster, Summer Grad Program poster, or Marching Band poster.
  - o Maintain and update biographies and headshots of all Wind Band Studies faculty, staff, and graduate assistants
  - o Maintain all other pages found within the UNLV Bands website
- Concert Promotion and Director Communication
  - o Mailings to the Clark County School District (see Mail-Out Schedule above)
  - o Mail all CCSD materials as soon as possible so students and make plans to attend the performances.
- Posters
  - o Posters are designed by DWA Creative, LLC
  - o DWA Creative needs all information for the poster including
    - Title, date, time
    - Guest performers/conductors/soloists
    - Works and composers (if applicable)
  - o Once poster is proofed and approved by the Wind Band Studies faculty and staff, send the print ready PDF from DWA Creative to Parwin with the paragraph below.

- “This is the print file for the next poster. Please process a print order from reprographics for 175 80# glossy 11x17 portrait (or landscape depending on design) prints, unfolded.”
  - Postcards are 6x4 100# matte cover
- Personally verify the order has been placed the same day
- Poster distributions
  - Music Building (check with School of Music Office Staff if you are unsure)
  - Ticket Office
  - Lied Library (two posters)
  - Student Union (two posters)
  - Dining Hall (Wilson) – ask to speak with the dining manager who will post the posters
  - Dean of Fine Arts Office

### **UNLV Policies**

*Academic Misconduct* – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honest, trust, respect, fairness, responsibly, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path.

Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. More information can be found at the Office of Student Conduct website:  
<https://www.unlv.edu/studentconduct>.

*Copyright* – The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

*Disability Resource Center (DRC)* – The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be able to you.

If you are registered with the UNLV Disability Resource Center, bring your academic Accommodation Plan from the DRC during office hours so DRC staff and you can work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course.

*Religious Holidays Policy* – Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose and undo hardship on the instructor or university that could not have reasonably been avoided. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>

*Incomplete Grades* – The grade of I – Incomplete – can be granted when a student has satisfactorily completed all course work up to the withdrawal date of the semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. A student who receives an incomplete grade is responsible for making up whatever work was lacking at the end of the semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the incomplete grade.

*Tutoring* – The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times, and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling 702-895-3177 or visiting the tutoring website: <http://academicsuccess.unlv.edu/tutoring>.

*UNLV Writing Center* – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for consultation. More information can be found at: <http://writingcenter.unlv.edu>

*Rebelmail* – By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu.

*Final Examinations* – The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>.

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Specific requirements for Wind Band Studies students will be listed in the course syllabus, given to the student by their applied lesson professor at the beginning of each semester.

The University of Nevada, Las Vegas School of Music Division of Wind Band Studies Handbook is a collection of facts, regulations, deadlines, traditions, and helpful hints intended to describe how the requirements for the Division of Wind Band Studies degrees are managed within the School of Music. It is a supplement to the information currently available in the UNLV Graduate Catalogue (<http://graduatecollege.unlv.edu/current/publications>) and also sold at the UNLV Bookstore. Wind Band Studies students should also consult both the School of Music Graduate Handbook (<http://music.unlv.edu/prospective/graduate>) and Graduate College (<https://www.unlv.edu/graduatecollege>) frequently during the course of their student.

#### Disclaimer and Limitations

The School of Music Division of Wind Band Studies Handbook is provided as-is for information purposes and does not represent a contract or agreement. Neither the University nor the School of Music assumes liability for loss or damage incurred as a result of using this Handbook. The School of Music reserves the right to revise this Handbook at any time. In the event of disparity or conflict between this Handbook and the policies of the University, Graduate College, or School of Music, the University, Graduate College, or School of Music policies shall take precedence.

#### Compliance

All School of Music faculty advisors, advisory committees, and Division of Wind Band Studies area students are expected to comply with the terms of this document. Any wind band studies student who fails to meet the expectations or observe the protocols set forth in this document will not be allowed to proceed to the next level of study until the conditions of this document have been met. It is the responsibility of the student, the advisor, and the advisory committee to learn and frequently review the requirements, policies, procedures outlined here. Non-compliance with the terms of this document will invalidate the results of any effected examinations, recitals, or documents.