

# Welcome!

Gene Aitken, Director  
UNC Jazz Studies Program

1999-2000 Jazz Teaching Assistant Program  
August 1999

University of Northern Colorado  
Jazz Studies Program

## Two Years of ...!!!

These 2 years will be the busiest you've  
ever known - Trust me!

Do well in all your academic and applied classes - A must!

Don't forget, you must still practice jazz!!!

Plan doctoral exams after Xmas of your second year!

Dissertation topic approved before you leave UNC!

## College of Performing and Visual Arts

Dr. Howard Skinner, Dean  
College of Performing and Visual Arts

Dr. Rob Hallquist, Director  
School of Music

## Music Technology Center

John McLaird, Director  
Music Technology Center  
Toby Rush, Assistant Director  
Music Technology Center  
Greg Heimbecker, Recording/Sound Engineer  
Music Technology Center  
Geoff Gilkes, Assistant Engineer  
Music Technology Center

## Jazz Administration

Gene Aitken, Director  
Sandy Scott, Associate Director  
Kyle Malone, Assistant Director  
Jazz Pedagogy Committee

Gene Aitken  
Nat Wickham  
Gray Barrier  
Jonathan Bellman  
Roger Greenberg

## UNC/Greeley Jazz Festival

Gene Aitken, Producer/Director  
Kyle Malone, Assistant to the Producer  
Sandra Scott, Associate Director  
Andy Nevala, Assistant Director  
Bob Kleinschmidt, Assistant Director  
Forrest Greenough, Assistant Director

## Jazz Office Staff

Front Desk  
Janice Dickensheets  
Stephanie Clark  
Judy Wilson

## Jazz Studies Office

Don't take any UNC Jazz Press ozalids out of office cabinets!  
If you wish to play a Jazz Press arrangement that is not in the Jazz  
Library (Fra 49), please Xerox!  
Please don't use the Jazz Studies Office to copy material for personal  
use.  
Workers using the ozalid machine are doing just that- please don't stop  
to yak with them.

## Jazz Studies Office (Sandy)

Please don't go past the entrance desk in Jazz Studies Office unless  
copying music for your classes.  
Don't expect to use the Jazz Office 'housewares'--coffee upstairs-

microwave upstairs.  
Wish to see Sandy or Gene? Ask at desk!  
Wish to see Kyle? Go to Frasier 123-C

## Jazz Studies Office (cont)

If phone rings while you're in the office and no one is there, please answer, "Jazz Studies Program, (.....) speaking. May I help you? Then leave a written message, with name, phone and time/date called.

### Building Hours

M-F: 6:30 AM to 11:30 PM  
S-S: 7:30 AM to 11:00 PM

## Positive Attitude

It IS everything!  
Success-95% attitude, 5% other.  
Leave Dr. Dark at the doorstep.  
Hall Mumblers Association? Not at UNC.  
Problem? Go to the source and get it solved!  
You're auditioning for each other everyday.  
Questions regarding combos/vocal jazz/big bands, see Gene.  
Other Questions? Weekly TA meetings.

## Jazz Studies Program

5 Jazz Lab Bands  
4-5 Vocal Jazz Groups  
6-8 Jazz Combos  
Jazz Improvisation: Beginning, Intermediate, & Advanced  
Jazz Arranging/Composition  
Jazz History - Graduate  
Survey of Jazz History & Rock and Roll  
Jazz Pedagogy, Graduate & Undergraduate

## Jazz Lab Bands

JLB I - Gene Aitken  
JLB II- Kyle Malone  
JLB III- Bob Knop (.09)  
JLB IV- Bob Kleinschmidt (.05)

JLB V- Andy Nevala (.09)

## Vocal Jazz Ensembles

Vocal Jazz I - Mark Wherry (.04)

Vocal Jazz II - John Hamilton (.04)

Vocal Jazz III - Melissa Marko (.04)

Any additional small groups will carry a .04

## Jazz Combos

Jazz Combo I - Andy Nevala (.04)

Jazz Combo II - Jeff Vogt (.04)

Jazz Combo III - Thomas Marko (.04)

Jazz Combo IV - Darin Kamstra (.04)

Jazz Combo V - Nathan Keedy (.04)

Rhythm Section Combo - Darin Kamstra (.04)

## Academic Jazz Classes

Beginning Jazz Improv - Kyle Malone

Beg. Jazz Improv Assist - Jeff Vogt (.03)

Advanced Jazz Improv - Allen Zurcher (.07)

Survey Jazz History & Rock and Roll - Malone

Survey Jazz History-Assist- Thomas Marko (.03)

Jazz Pedagogy-Graduate - Gene Aitken

Jazz Pedagogy-Undergraduate - Gene Aitken

Composing/Arranging - Kyle Malone

Composing/Arranging Assist- Allen Zurcher (.03)

Graduate Jazz History - Spr 2001 only, or test out.

## Jazz Administration FTE Assignments

Up to .04 = 1 hour per .01

.05 - .06 = 5 hours per week

.07 - .08 = 6 hours per week

## Jazz Administration

Assistant to the Director

Jeff Vogt - .08

Thomas Marko - .08

Nathan Keedy - .06  
Darin Kamstra - .02  
Assistant to the Festival Director  
Andy Nevala - .07  
Bob Kleinschmidt - .03  
Forrest Greenough - .05

## Jazz Administration (cont)

Jazz Administration - Sandy Scott  
Jeff Vogt - .05  
Thomas Marko .05  
Melissa Marko .05  
Mark Wherry .06  
John Hamilton .06

## In-State Tuition

Register to vote  
Colorado Driver License  
Colorado License Plates  
Save rent receipts  
File 1999 Colorado State Tax Form

### TA TAs

2nd year - No 1/2 Tuition Waiver  
Reserved for new Out-of-State TAs  
However, we will work with Applied Staff to help all we can

## Vocal Jazz Auditions

VJ Audition Team:

Mark Wherry  
John Hamilton  
Melissa Marko

Learn all parts -VJ Prepared/Sight Reading.  
Plan to be here until VJ auditions are over.  
Check range & voice quality, prepared piece, pitch matching, pitch,  
sight-reading, improv on blues. See separate handout.

## Vocal Jazz Auditions (cont)

After you hear the individuals audition, place them in a tentative group...compare against previous year's groups-Last year's work?

If VJ auditions longer than expected, please move to Studio B.

VJ Directors attend Rhythm Section auditions

If there are small Vocal Jazz groups, students will have call-back on 8/26/99, 8/31/99 and 9/2/99. Decision will be posted on 9/2/99.

## Vocal Jazz Auditions (cont)

All Vocal Jazz Ensembles will meet in Frasier 63 for the first three meetings at 3:35 PM on the following dates:

8/26/99 Warm-ups, what is expected, pass out piece to prepare for next rehearsal (classical).

8/31/99 Galen Darrough will work with group on good choral sound and concepts

9/2/99 How to prepare a lead sheet for Solo Vocal Jazz Night (Nevala, Wherry, Hamilton, M. Marko). Get together and plan in advance!

## Vocal Jazz Auditions (cont)

All Vocal Jazz members must go to one of the Band-in-A-Box mini courses...put on syllabus. Give Music Tech roll list to check

Pecking order for VJ rhythm sections

Small groups, VJ I, II, III

No duplication of Rhythm Section personnel!

From the auditions, have an idea of who to ask for your rhythm section.

Mandatory Orientation Concert slip.

## Jazz Lab Band Auditions

Plan to stay to the end-Tuesday will be late!

If theory/history/music ed exams, please leave a few minutes before and return immediately after exam.

After you hear the individual play, place them in a tentative group...compare against previous year's groups.

Be careful of comments-be encouraging/thanks

Break between 6:30-7:00 PM for pizza

Mandatory Orientation Concert slip.

## Jazz Combo Auditions

After big band audition on horns, if the students wish to audition for a jazz chair - go to Studio B.

If combo only horns, do not audition for reading chair, but go to Studio B.

Improvisation audition team - Nevala, Malone, and Zurcher.

Get CD player, check out CD from Music Library (Aebersold, Vol. 22, *13 Favorite Standards*). Check out system this week.

## Jazz Combo Auditions (cont)

Select two songs from the CD, one easy, one challenging - if they can't play the first one, they'll never see the second one.

Be encouraging and thank students for auditioning.

## Jazz Orientation Concert

Wednesday, August 25, 7:00 PM

Studio B, Dr. Hallquist will welcome students.

All TAs will perform.

Some faculty will perform.

Information and encouragement for students to take Beginning and Advanced Jazz Improv, Jazz Arranging, Survey of Jazz History & Rock and Roll, Music Technology, UG Jazz Pedagogy, IAJE.

Audition results posted during concert

## Jazz Orientation Concert (cont)

Composing/Arranging will set meeting time. Get student schedules!

Catalog time is incorrect.

Advanced Improv will set meeting time. Get student schedules!

Catalog time is incorrect.

Combo instructors will meet the personnel in their combos immediately after the Concert to set rehearsal times! Get student schedules!

Combos: One two-hour rehearsal (best for advanced) or two one-hour rehearsals (best for younger groups).

## Workshop/Clinic Dates

James Williams, Piano, Friday, September 3, 1999, 12:30 - 1:30 PM

Kenny Werner, Piano, September 23, 1999, in-residence.

9:30 Effortless Mastery - Fra 63  
11:15 Beginning Improv - Fra 63  
1:25 Advanced Improv - Fra 63  
3:35 Concert - All VJ will attend - Studio B  
Mel Martin, Saxophone, Wednesday, November 10, 1999, 12:30 - 1:30  
PM

## 1st Class Meeting - Syllabus

Hand out Syllabus at first class meeting. General:

- Attendance guidelines (subs)
- Concert/Dress Rehearsal attendance
- Sectional requirements
- Compensatory time off
- Student participation at Jazz Festival (minimum of 3 hours-Spring Semester only)
- Classes always begin on time!
- Dates of all concerts/dress rehearsals
- Tests and dates

## Syllabus (cont)

Sample syllabus included in packet-Assistance please see Kyle.

### Jazz Lab Band Requirements

- All individuals who are interested in solos during the year must attend a Band-in-Box mini clinic - several offered during Fall Semester.
- All soloists memorize changes/solos for dress rehearsal and concert.

## Syllabus (cont)

### Jazz Combo Requirements

- Aebersold Combo Guidelines - Test (optional)
- Listening Tape - Test
- Pattern memorization and lifted solo - Test
- Original composition - Do
- Keyboard changes - Test
- Music memorized - Do
- All Jazz Combo members must attend a Band-in-Box mini clinic - several offered Fall Semester
- Jazz Juries both Fall and Spring Semesters

## Syllabus (cont)

### Vocal Jazz Requirements

All VJ sing on Solo Concert (September)

All Small & VJ I Sing on Solo Concert (Feb)

All VJ members must attend a Band-in-Box mini clinic - several offered

Fall Semester

Music memorized

Copy of Syllabus to Jazz Studies Office front desk by Friday, Aug. 27, 1999.

They will put in notebook.

### Student No Shows

If a student doesn't show up for class, call student immediately after class-book of names and phone numbers at front desk. What's happening?

Communicate all concerns and questions above with Kyle or myself.

We will then contact the applied instructors or large ensemble directors for their assistance.

If student fails to show for class after contact, drop from class.

### Students Don't Show (cont)

All students show for all classes-no exceptions. If sick, doctor's appointment (must let you know in advance), then student must get a sub. If close to concert, you have option to decline sub. Few conflicts allowed.

Student must get music to sub/and back

All students in attendance at dress rehearsal-no exceptions. "F" and immediate drop from the group if not at dress rehearsal.

### Students Late for Class

If student is late, take aside and ask person to please get to class on time--no excuses

If continually late, drop from class. Go to band below and replace.

Then pass it on!

Communicate all questions above with Kyle or myself. We will then contact the applied instructors or large ensemble directors for their assistance.

### Grades for Jazz Combos and Small Vocal Jazz

## Ensembles

All individuals in small instrumental/vocal jazz groups must maintain a B or better grade in Music Theory and their Applied Studio. It is mandatory that students do well in the areas that will help us the most! If not, they will be dropped from class.

If students drop Music Theory or the Applied Studio to avoid receiving a grade lower than a B, they will also be dropped from the jazz group.

## Teaching

DO NOT use grades as a motivational tool while teaching in the UNC Jazz Studies Program!

It is NOT what a great band or vocal jazz group, but what a GREAT piece of music!

If you have a great piece of music, but difficult in one part or range to high?

CHANGE IT! Do it in plenty of time before concert.

Music is only a guide

## Teaching (cont)

A Rehearsal Is NOT a 'drillshed.'

Idea is to bring to rehearsal a more perfect you.

When you come to rehearsal you bring your best.

Drilling people who are not responsible while responsible people sit there?

**THAT'S BAD EDUCATION!**

## Teaching (cont)

Set High Standards

The idea is to stretch and to grow

Growing is NOT comfortable

A little stress? It's probably good!

## Teaching (cont)

Listening, NOT tuning

Dynamics

Style

Phrase shapes

Attacks, releases

Inner pulse or clock

Rehearse music from back to front, middle to end, etc.

## Teaching (cont)

Recording

Drummers, Soloists and Directors should record rehearsals once program is selected. Invest \$400 in Digital media...you will use it the rest of your life!

Use media to prepare for the next rehearsal-MANDARORY!

Complimenting

If someone does something well, let them know!

Be sincere!

## Teaching (cont)

Teach using FORM, and other concepts

Start at the bridge, vs. starting at Letter B

Start at the Shout Chorus, vs. starting a letter P

Use music for 'teaching.'

Competition - It is the music! NOT the organization or the individual(s)!

Encourage good students to challenge up to a higher group.

## Teaching (cont)

Enthusiasm

If you give it, it will come back to you tenfold!

Everything from how you count off tunes to how you interact with students will determine your success.

Your perception of yourself may be different than that of the students.

Videotape a rehearsal and ask yourself: Would I like to play under this director?!

## Teaching (cont)

All music should be marked with <, >, -4, and other musical markings so that the ensemble can perform without the conductor conducting.

Peace Corps Attitude

You CAN do something good!

Your responsibility is to make a difference!

## Teaching (cont)

No student receives any graduation credit for jazz classes. Students at UNC take jazz courses because they enjoy them...and because of the standard of excellence. It's our job to give them a positive experience and a quality education

You must help soloists! There is no jazz degree at UNC, and their time is limited. Knowing this in advance will save a lot of frustration on your part.

## Teaching (cont)

Getting to play a solo in a UNC jazz ensemble is a privilege...and with it goes a responsibility. If a student is not ready to accept the responsibility, then the solo needs to be redirected to someone else.

Do not give students a solo just because it is written in their part.

Once a solo has been assigned, feel free to ask for a Band-In-A-Box tape from the soloist by the next rehearsal.

## Teaching (cont)

If you wish to have several individuals audition for a solo (outside of class), then set up an audition time ASAP.

If you wish to have each auditionee bring you a tape of their solo, you can make a decision that way!

## Aebersold Room

A donation from Jamey Aebersold - Jazz TAs and students can use the room during library hours...must present ID to Library.

Check out key from Music Library.

Can record while playing Aebersold CDs as well as playing Band-In-Box tapes.

Students can make improv tapes for any instructor on any tune you request.

One of everything in Jamey's catalog on reserve in the Music Library

## Audition/Challenges

Lab Band challenges are conducted after the concert.

Must play their own music as well as the person they are challenging.

Explain each challenge form:

Jazz Lab Bands

Vocal Jazz  
Jazz Combo

## Other Agenda Items

Weekly TA Meetings-9:30AM-Tuesdays-please keep this time free!

### Mid-Term Evaluations

The week of October 18, 1999, all TAs and faculty must hand out student evaluation forms - See Sandy

Have student collect and put on my desk...if a combo rehearses in the evening, have one student collect and put evaluations in a sealed envelope. Bring by the Jazz Office the following day.

## Other Agenda Items (cont)

### End of Semester Evaluations with Gene

Student evaluations again:

Jazz Lab Band, Week of November 8, 1999

Vocal Jazz, Week of November 8, 1999

Jazz Combo, Week of November 15, 1999

Prepare your view of your strengths and challenges

Please print out and bring to the evaluation meeting.

## Other Agenda Items (cont)

Your evaluation will be based on MY "perception" of your commitment, punctuality, interaction, playing, teaching, responsibility, teamwork, ability to adapt, attitude, etc.

Your evaluation should also include progress in classes outside of the jazz area.

Written evaluation of the evaluation...What you think we said in our discussion.

Schedule appointment with Sandy to meet with me on November 29, 30 and December 1, 1999, for a one hour TA X-RAY!

## Jazz Playing

Don't let it slide - it will cost dearly!

Start making audio tapes NOW!

Start making video tapes NOW!

## Do It Now!

If we ask you for your bio...

If we ask you for your program...

If we ask you to do something...

If we ask...

JUST DO IT!!

## Graduate School Grants

Deadlines are usually in mid-September, 1999.

Maximum of \$500

See Graduate Student Association to find out what grants are available  
- 351-1334

## Graduate School Grants (cont)

Limited # of Thesis/Dissertation Research Projects funded (not travel).

Western Regional Graduate Programs - Doctoral only.

Residents of 13 States pay same as in-State

WA, AZ, OR, ID, NV, UT, WY, NM, AL, ND, SD, HI

## Professional Organizations

Join IAJE - All TAs must be members - \$20

Join Individual Studio Organizations such as ITG, ITA, ISA, etc...

Must be a current member for jobs

## Concert/Dress Rehearsal Set Up

Teaching Assistants, please pick up cargo van at 7:30 AM at UNC Car Pool. Plan to meet at 8:00 AM to load in Frasier Circle for October, and February Jazz Lab Band concert days. Set up at UCCC will take about two hours plus. If you have a class conflict, please trade with another TA on those days.

I will assign and post.

## Concert/Dress Reh. Set Up (cont)

Dress Rehearsals and Concerts at the Fleetwood Garage (same as above except plan to take equipment over to the Fleetwood) two hours before the event begins. I will assign and post. Plan to assist Geoff Gilkes set up, tear down and return equipment to Frasier Hall after the event.

UNC Jazz Festival - April 27-29, 2000

Plan to work all four days (April 26-29)

## Concert Dates-Jazz Lab Bands

## Dress Rehearsals - Fleetwood Garage

October 24, 1999 - 6:00 PM

February 20, 2000 - 6:00 PM

April 22, 2000 - 10:00 AM

## Concerts - UCCC - Monfort Hall

October 29, 1999 - 7:00 PM

February 25, 2000 - 7:00 PM

April 29, 2000 - TBA

Lab Band Sight-Reading Concert-Fleetwood Garage, January 18,  
2000 - 6:00 PM

## Concert Dates-Jazz Lab Bands (continued)

### Senior Citizen Jazz Band Concerts

Lab Band V, November 12, 1999

Hensel Phelps Hall, UCCC

11:15 AM - Noon

Lab Band IV, April 7, 2000

Hensel Phelps Hall, UCCC

1:30 - 2:15 PM

Lab Band III, March 10, 2000

Hensel Phelps Hall, UCCC

11:15 AM - Noon

## Other Jazz Lab Band Information

Monday, after each concert, please show the video of the concert in the  
Media Room in the Music Library. Make reservations.

Lab Bands will continue to meet after concert--no down time--

compensatory time will be given at end of semester this year for both  
semesters

Other performances okay, but must have permission from School of  
Music Council.

No non-approved performances!

## Concert Dates - Jazz Combos

### Concerts

November 7, 1999- 6:00 PM - Fleetside Garage

April 2, 2000 - 6:00 PM - Fleetside Garage

Combo will be chosen for the evening concert for the UNC/Greeley Jazz

### Festival

April 26, 2000 - UNC Jazz Festival - TBA

The next regular rehearsal after the concert please show a video of the concert in the Media Room in the Music Library

## Concert Dates - Jazz Combos (cont)

Other dates?

Can do outside performances, but must have clearance from School of Music Council

No non-approved performances!

## Concert Dates - VJ Ensembles

Dress Rehearsals

November 21, 1999 - 2:00 PM -10:00PM (UCCC)

March 4, 2000 - 6:00 PM - Fleetwood Garage

March 9, 2000 - 3:35 PM - UCCC

April 22, 1999 - 1:00 PM - Fleetwood Garage

Concerts

November 22, 1999 - 7:00 PM - UCCC

March 9, 2000 - 7:00 PM - UCCC

April 27, 2000 - UNC Jazz Festival - TBA

## Concert Dates-VJ Ensembles (cont)

The next regular rehearsal after the concert please show a video of the concert in the Media Room in the Music Library

Other dates?

Can do outside performances, but must have clearance from School of Music Council

No non-approved performances!

## Concert Dates-VJ Ensembles (cont)

Solo Singing Night - University Center

September 29 & 30, 1999 (All VJ students)

February 3, 2000 (Small VJ groups and VJI)

Help your students prepare their rhythm section parts and lead sheets...check every one. Everyone should have a successful experience!

Rhythm Section will be hired by Andy Nevala.

Please see Sandy to get paid for all three nights.

How to prepare rhythm section parts on

Thursday, 9/2/99, Fra 63 - All VJ groups  
@ 3:35 PM w/VJ Tas, Andy and Rhythm Section.

## Things We/You Need Now!

Bios - 5-10 Sentences

Proof and give to Kyle in Microsoft Works, Word, or Claris Works on disk  
- Need this this Friday, August 20, 1999, 4:00 PM.

Copies of Syllabus before 1st class meeting

Your Class Schedule with phone #

Get music folders from Kyle and label or number (VJ)

Kyles's Office: Frasier 123-C, 351-2259

Contracts - See Sandi Kohler! 101 Frasier

## Things We/You Need Now! (cont)

Put some big note, easy readers in the folder NOW! Trumpet range!  
Doubles! Difficulty level! Complete parts! Copying 4th Trumpet  
parts! Chorales (VJ) PLEASE!!!

Keys for rooms (Fra 63 & 49) - See Sandy for Key Card.

Amp closet key can be picked up daily from Jazz Office. If you use  
for an evening rehearsal, put key in your box, then return first thing  
next morning, NLT 9:00 AM.

## Things We/You Need Now! (cont)

Music stands are to be put in the Amp Closet in Frasier 63 at the end of  
each rehearsal. DO NOT leave stands out.

When you go in Amp Closet, Studio B Bass and Guitar Amp are in  
first bin on left.

When you go in Amp Closet, Frasier 63 Bass and Guitar Amp are in  
second bin of left.

Studio B set-up: stands are in Studio B closet. Must see Gail French in  
105 with specifics!

## Scheduling Combos/Sectionals/Etc..

Priority Scheduling Room 63

Academic Classes

Arranging  
Intermediate Improvisation  
Jazz Combos  
In pecking order I, II, III, etc.

## Scheduling Combos/Sectionals (cont)

Lab Band Sectionals  
In pecking order I, II, III, etc  
Vocal Jazz Sectionals  
In pecking order I, II, III  
Others?

See Pat/Hazel in the School of Music Office to schedule sectional rooms. Sectionals start four weeks before the concert for Lab Bands

## Scheduling Combos/Sectionals (cont)

If you cannot schedule group in Fra 63, then you must choose another room such as Studio B, Fra 26 & 126, during day and Fra 168, 169, 249, 256 during evenings only.

## Prepare for Classes-Lab Band

3-5minutes of rhythm reading-drum book every rehearsal  
Sight-reading - tell how to do it then do it!  
Four 15-minute Mini-clinics per semester  
Set sectional times about the third week into the semester

## Prepare for Classes-Lab Band (cont)

After you decide your concert program, please give your students a specific Rehearsal Schedule 9/22/99 - There'll Never Be (Letter A to C)

Oleo (mea 34 to 146)

Sample of Rehearsal Schedule in packet.

Turn in prepared rehearsal schedule to Gene four weeks prior to the concert

Plan to run the concert in its entirety,two weeks before concert. Soloists will not use music!

## Prepare for Classes-Lab Band (cont)

Comp Time (Fall/Spring Semester)

Fall Semester, Fri 11/12/99 is the  
last day of Lab Band rehearsals (except Lab I)  
Video or Audio tape every rehearsal four weeks prior to concert.  
What do you expect?! Be reasonable, yet demanding!  
Energy!!!

## Prepare for Classes-Jazz Combos

When scheduling a rehearsal time for combos, you may have to drop a  
horn because of class conflicts! Will not be able to cut rhythm  
section players. Tuesday not a good day for combos to rehearse  
because of GPO.

No Freshmen in combos unless approved by Kyle or myself, AND the  
applied instructor.

Read Jamey Aebersold's Combo Guidelines - good material for testing!

## Prepare for Classes-Jazz Combo

(cont)

All students will take piano, listening, pattern, Aebersold & other  
exams - except Combo 1/2

Make listening tapes.

Be sure students know how to make tapes from "Band-In-A-Box."

Memorize concert material.

Can have dress rehearsal or plan a separate concert! Get permission  
first!

Be reasonable with expectations!

## Prepare for Classes-Jazz Combo

(cont)

After you decide your program, then pass out a specific Rehearsal  
Schedule for the remainder of the time up to the concert.

9/22/99 (3-5-7-#9 patterns, Key of F, C, Db)

Billie's Bounce memorized

You should plan to run the concert in its entirety without music two  
weeks before the concert.

## Prepare for Classes-Jazz Combo

(cont)

Improvisation, not learning complex heads!

Students must lift one solo for Jazz Juries

Last meeting

Fall Semester, Friday, December 3, 1999, is the  
last day of Combo rehearsal

Will meet during Finals week for written tests

What do you expect?! Be reasonable, yet demanding!

Energy!!!

## Jazz Juries

Jazz Juries - Tuesday, November 14, 1999 & Thursday, March 23,  
2000, 6:00 PM

All students in Jazz Combos III and lower  
and for Beginning and Advanced Improv.

Students responsible for combo requirements

Students responsible for Improv assignments

Jazz Faculty will be in attendance

TAs need to provide the Jazz Studies Office

with a list of what the students of responsible for - Student must bring CD/

Tape of lifted solo.

## Prepare for Classes-VJ Ensembles

All Vocal Jazz Groups will have accompanist...No exceptions!!!

Contact Vergie Amendola for Fall 1999 Accompanist List (be sensitive  
to the students level of expertise) - Students see Sandy to get paid

Accompanists usually very frightened-please be considerate.

Rehearse with rhythm section separately.

## Prepare for Classes-VJ Ensembles (cont)

5 minutes of basic fundamentals every rehearsal

rhythms

sight reading chorales

patterns

Ask Applied Voice Faculty, Choral Staff, or their TAs, to work with  
your group on sound! They can be extremely helpful!

No 'covered' singing! We want a good, supported choral sound.

## Prepare for Classes-VJ Ensembles (cont)

After you decide your program, please pass out a specific Rehearsal

Schedule for the remainder of the time up to the concert.

From memory:

Lady Be Good (A to E)

You should plan to run the concert in its entirety without music two weeks before the Dress Rehearsal!

Large groups rehearse in circle or semi-circle.

## Prepare for Classes-VJ Ensembles (cont)

Turn in prepared rehearsal schedule to Gene four weeks before the concert.

Solos? Listen, lift solos, be sure students know how to use “Band-in-a-Box.”

Set sectionals time around the fourth week of the semester.

Make rhythm section tapes of program!

What do you expect?! Be reasonable, yet demanding!

Energy!!!

## Soloists (all groups)

With opportunity goes responsibility.

Must be given ample time to prepare solo so it can be re-assigned to another individual if soloist doesn't want the responsibility- No last minute assignments--Soloists need to know who they are ASAP (at least three weeks out front).

Must memorize changes for concert.

## Soloists (all groups)

Use Buddy Baker's “You Know a Tune When You Can...

Soloists - must be able to play/sing lifted solo from memory.

If a tune that has not been recorded, TA should record solo for student to lift.

## Sectionals

Lab Bands

3 one-hour sectionals

Vocal Jazz

3 one-hour sectionals

by quartets/quintets or voice group

Combos

No sectionals, but may have one dress rehearsal

## Programming-It is everything!

All big band/vocal jazz/combo directors must meet with Gene before selecting final program...don't let me come to you.

## Role Modeling

UNC students look to you for guidance and to set high standards.  
High school students and directors look to your groups as role models.  
As long as you keep doing what you've been doing, you'll get what you've been getting!  
Jazz Office is supporting you... no hidden agendas. A positive atmosphere!

## Rules of the Road

No extra rehearsals.  
No late night sectional rehearsals.  
(past 11 PM) Why?  
No weekend sectionals. Why?  
If a problem, see Gene ahead of time.  
No extra performances w/o approval.  
Keep amp closet neat.  
If you stop by Fra 63 and it is open and no one is there, please LOCK IT!

## Rules of the Road (cont)

If you're last in Frasier 63 for the day, put away all music stands/amps and LOCK the door.  
Sound Personnel-Care and Feeding.  
Drummers - Same.  
Stands for Lab IV in Fra 63.  
Stands/Food/Drink in Studio B and Frasier 63 - NONE!  
Last group on concert/dress rehearsal will thank sound engineers, etc.

## Music

All students in VJ and Lab Bands must sign form for lost music - they

replace or pay. Jazz Music Library

If you take music from library filing cabinet, leave folder-write name, date on envelope.

If not using music in class, please RETURN!

When you return music, put in score order and file!

Check your box several times per day.

Don't hassle the help-they are working!

## Music (cont)

Vocal Jazz - # parts

Then assign # to student

Lost music? Lost grade!

Card Catalog

Title

Composer

Classification

Check Lab Band Music

If part missing, pull chart & give to Gene.

Duplicate 4th part if 5 Tpts/Bones in group-do this before passing out music for band to read.

## Doctoral Sequence of Events

Second Semester

You must do your plan of study NOW and get necessary signatures by end of Semester!

Don't ask for signatures an hour ahead.

Doctoral Checklist-and twice!!

Comprehensive Writtern Exams?

What kind of questions?

Ask every professor.

## Doctoral Sequence of Events (cont)

Orals?

This is NOT a sleeper...prepare well!

Ask every professor for feedback.

Review your exam!

## Placement File - Jazz Ped

Start now!

Include confidential letters of recommendation

Don't leave this to chance!

Control what is in recommendation.

Do ahead of time-no last minute.

Some may choose to call instead.

Always know what's in your file.

Can use references other than UNC.

Second Semester of Jazz Ped.

## Letter of Application - Jazz Ped

Use previous Jazz TA examples.

Build separate paragraphs on strengths.

Use connectors.

No more than two pages.

Plan to rewrite at least 6 times.

Give letters to others to proof.

Second Semester of Jazz Ped.

## Curriculum Vitae - Jazz Ped

Use previous Jazz TA examples

A list of your accomplishments.

Leave out high school awards, etc.

List in chronological order, current first.

## Curriculum Vitae - Jazz Ped (cont)

Categorize

Separate traditional and jazz.

Use outline form.

Plan to rewrite at least 6 times.

Do the same as letter of application.

Second Semester of Jazz Ped.

## Audio/Video Tapes

Audio Tape

Record rehearsals now.

A must for any job application.

Video Tape

Record now and get that 'one' rehearsal on video tape.  
A must for any job application.

## Audio/Video Tapes (cont)

One tape per specialty (jazz, classical, compositions, etc.)

Separate tapes for:

- Jazz Performance
- Classical performance
- Teaching or conducting

Plenty of video cameras - Check out at front desk in Jazz Studies Office.

## Attend All Jazz Concerts and Dress Rehearsals

Plan to attend all Jazz Concerts-support your colleagues.

Plan to attend all Jazz Lab Band dress rehearsals - you will be asked to write comments.

Plan to attend Vocal Jazz Dress Rehearsal and give input on balance, sound, etc.

Same if Combos have a Dress Rehearsal (optional).

## Auditions/Challenges

Read Audition/Challenge form and ask questions if you don't understand.

Plan to attend either VJ or Lab Band auditions depending on your assignment.

Lab Band horns - 11/3/99 - 5:30 PM

Lab Band rhythm - 11/3/99 - class times

Vocal Jazz - 11/30/99 - 3:35 PM

Vocal Jazz - 12/2/99 (if needed) - 3:35 PM

Plan to provide written comments which will be given to students.

## Auditions/Challenges

(continued)

Jazz Combo (open)

1/19/2000 - Fra 63 - 5:30PM

We will place all students in combos as a result of their past semester's performance, test, and faculty and instructor recommendation.

We will also listen to new auditionees.

## Notebooks

Keep everything you do, see, hear such as programs, handouts, memos, brochures, syllabi, etc.

Organize so information can be found easily.

Notebooks due at end of semester after individual evaluation.

## Sexual Discrimination/Harassment

As a TA in charge of a class and its students, you are their Instructor of Record!

Thus, what applies to regular UNC faculty, applies to YOU! Sorry, do not date undergraduate students, graduate students or your students!

Do not use any suspect language in class.

## Sexual Discrimination/Harassment

(cont)

Do not joke or imply any negatives regarding gender, race, color, disabilities or beliefs.

Do not touch!

Grounds for termination of your TA.

Be smart, not sorry!

## Sexual Discrimination/Harassment

(cont)

Please read the UNC Sexual Discrimination/Harassment Policy in your folder.

Sign form in your packet that you have read and understand the University Policy-if you have questions, please see me or call the UNC Office of Affirmative Action. Please give to Sandy NLT Monday, August 23, 1999.

## Drum Lockers

Thomas Marko will be in charge of assigning and collecting monies for Drum Lockers located in Frasier 63. See handout.

Three types of Lockers:

Large 2 drum set lockers

Small 2 drum set lockers

Individual lockers  
Assign lockers after Jazz TA/Faculty Concert on Wednesday, August  
25, 1999

Deposit must be given at time of assignment

## Before You Leave Today...

Put TA combos together.

Let TA rhythm section know tunes-they'll play on all with exception of  
faculty.

Write down tune, personnel and soloist order then give to me!

TODAY!

You might want to rehearse prior to this coming Monday!

## Contacts

Jazz Studies Office 351-2577

UNCJazz1@aol.com

Jazz Studies FAX 351-2536

Gene Aitken, direct line 351-2253

GeneJazz0@aol.com

Kyle Malone, direct line, 351-2259

KMalone@arts.unco.edu

Sandy Scott, direct line, 351-1943

SandyJazz0@aol.com

## Questions?

## Good Luck!

Your tenure at UNC will be a wonderful opportunity  
but a demanding responsibility!

## After Lunch Assignments

### 2:00 PM

Jazz Press/Jazz Library/Filing/Amp Closet - Please meet in Frasier 63.

All new TAs w/Gene Aitken & Kyle Malone

Jazz Press - Please meet in Frasier 58 - work with Janice Dickensheets  
on music in UNC Warehouse.

Andy Nevala

Bob Kleinschmidt

**THANKS!!**