



## **MARCHING BAND**

# Member Handbook

*Syllabus, Rules, Regulations, and Policies*

Dear Stevenson University Marching Band Member:

Welcome to the band! The SUMB aspires to provide students and the greater Stevenson community with a meaningful musical experience. Your marching band membership will be one of your most memorable experiences here at Stevenson.

We have created a highly spirited school band that provides entertaining, sophisticated performances of a wide variety of fine music. This handbook outlines and explains SUMB standards and the expectations of each of its members. Below are key tips for success:

- Provide music performance and leadership opportunities for all SUMB members.
- Offer members a diverse repertoire designed to promote musical growth within the framework of curricular rehearsal and performance experiences.
- Support the Stevenson University Football Team and other organizations through contemporary marching choreography and music selections.
- Provide opportunities to excel academically and socially through leadership roles provided by SUMB membership.
- Consistently strive for excellence.
- Begin new SUMB traditions, and uphold existing ones.
- Entertain the Stevenson community, and serve as musical ambassadors to the University.
- Create a positive, inspiring environment for band members and audiences alike.

If you have any questions about the contents of this handbook, please contact:

Professor Mark Lortz  
Director of Bands  
Phone: 443-334-2124  
Email: [mlortz@stevenson.edu](mailto:mlortz@stevenson.edu)

Mr. Terrell Smith  
Assistant Marching Band Director  
Phone: 443-334-2079  
[tsmith4919@stevenson.edu](mailto:tsmith4919@stevenson.edu)

We look forward to a great season!

Sincerely,



Mark Lortz  
Director of Bands



Terrell Smith  
Assistant Marching Band Director

# STEVENSON UNIVERSITY ‘MUSTANG’ MARCHING BAND (SUMB)

## COURSE SYLLABUS

### **MUS-290-01 Marching Band – Percussion – 2 credits**

Thursday, 5-7 p.m. – Greenspring Gym

Friday, 3-5 p.m. – Owings Mills Athletic Field

Saturday Performances

### **MUS-290-02 Marching Band – Woodwinds/Brass – 2 credits**

Wednesday, 5-7 p.m. – Greenspring Gym

Friday, 3-5 p.m. – Owings Mills Athletic Field

Saturday Performances

### **MUS-290-03 Marching Band – Colorguard – 2 credits**

Tuesday, 5-7 p.m. – Greenspring Gym

Friday, 3-5 p.m. – Owings Mills Athletic Field

Saturday Performances

### **MUS-290-04 Marching Band – Dance Line – 2 credits**

Tuesday, 5-7 p.m. – Greenspring Gym

Friday, 3-5 p.m. – Owings Mills Athletic Field

Saturday Performances

- Non-credit courses are offered after taking the Mus 290 course three times.
- The non-credit course is Mus 291, with the same sections, meeting times and locations.

**Mark Lortz, Director of Bands**  
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**Phone: 443-334-2124**  
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**COURSE DESCRIPTION:** The Stevenson University Marching Band gives students the opportunity to rehearse and perform literature and choreography written and developed for the band. Students continue to hone both their own individual musical skills and those of an ensemble member. Students are required to participate in the band at all home football games, onsite and offsite performances, and class rehearsals. A required onsite marching-band camp will be held in August.

**COURSE MATERIALS/TEXT:** Instrument, flip-folder, music, lyre, supplies, drill, pencil, uniform, and other material upon request or position in the band.

**COURSE OUTCOMES/OBJECTIVES:** Upon successful completion of this course, the student will be able to:

- Prepare and develop as an active performer for a contemporary marching band show by learning the band's music and choreography and then participating in the the final program.
- Recognize and recall basic procedures for music notation, instrumental performance skills, movement principles, and other music methods and techniques.
- Evaluate music and visual performance for correct notes, rhythms, other musical elements, and overall bodily-kinesthetic awareness.
- Describe the pedagogical fundamentals of advanced marching-band rehearsal techniques.
- Identify appropriate and relevant examples of marching-band repertoire and drill.
- Develop and apply a strategy for self-improvement of performance skills and musical interpretation through instructor-guided self-analysis.
- Participate in traditional marching band experiences, including football game activities, exhibitions, parades, and pep rallies.

**GRADING:** Enrollment in the Stevenson University Marching Band is a semester-long commitment. Your final grade will be determined by a combination of:

- the quality of your individual performance;
- your attendance record;
- your attitude;
- your contribution to a positive musical environment.

Aside from rehearsal preparation, your assistance in maintaining an appropriate atmosphere is required (no use of cell phones/texting or computers, no reading/homework for other classes, etc.). Students must arrive to all rehearsals and performances on time, wear athletic clothes and shoes to rehearsals, and be properly dressed in a clean, neat band uniform for performances. Students will be required to memorize all music, drills and routines and be able to properly execute them. Students must also behave in a positive, supportive manner and adhere to SUMB policies at all times. The grading criteria are explained below:

### GRADING RANGES

A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	60-66%	1.0
F	1-59%	0.0

### GRADING RUBRIC

Type of Assignment	Grade Weight	Assignment Description
Performances	40%	Football games, exhibitions, parades, open houses, pep rallies, possible playoff games, and recording session (wind and percussion members only)
Class/Rehearsal	40%	Weekly points, coordination of sheets/binder checks, memorization quizzes, and final survey
Professionalism	20%	Return of equipment, exit interviews, and policies (listed below)

## **SUMB POLICIES**

### **1. PERFORMANCES (40%)**

One of the SUMB's major purposes is to musically support the football team. The band's performance is not limited to the field at halftime, but actually begins in the parking lot, continues onto the field for the pre-game show, moves into the stands, and does not conclude until the game is over and you are out of uniform. Students must be attentive and engaged during the entirety of any performance, including (but not limited to) football games, exhibition performances, open houses, parades, and pep rallies.

Ten points will be deducted from your grade for each policy violation. This includes showing up late and wearing improper attire (shoes, restrictive clothing, etc.) to rehearsals and performances. Repeat offenses will result in a twenty-point deduction from your grade. If you are absent (unexcused), you will automatically receive a zero (0) for that day. Offenses also include improper preparation of music/choreography and coming unprepared for a performance.

#### **Performance Attire & Uniform Guidelines**

- No eating in uniform. Members may drink only water.
- SUMB T-shirts provided for members must be worn under the uniform at all times.
- Black socks, black marching-band shoes, and black gloves must be worn to all performances.
- Uniform must always be clean and neat.
- The only jewelry allowed is stud earrings.
- Hair must be tucked into hat and have a natural color (not dyed or highlighted blue, yellow, etc.).
- If facial hair is kept, it must be neat and in form.
- If the band is in half-uniform with jackets off, the jacket must be folded lengthwise once and carried over the arm with the collar away from the body.
- In cold weather, performers may wear provided cold-weather gear under their uniforms, but it must NOT be visible outside of any uniform.
- Anything that compromises our uniformity is not acceptable.
- Equipment, shoes, and uniforms must be clean for every performance.
- The uniform must be properly stored at all times so it is neat and presentable at performances.
- Before each performance, a uniform inspection will be conducted. A uniform poorly cared for may lead to a student's removal from the day's performance.

#### **Code of Conduct while in Uniform**

- Profanity of any sort is unacceptable.
- No public displays of affection.
- No smoking, drinking, or drug use.
- Running, swearing, yelling, or any form of horseplay is inappropriate while in uniform.

## 2. CLASS/REHEARSAL (40%)

Students will earn three (3) points per rehearsal based on the three following criteria:

1. Attendance and punctuality;
2. Attitude, participation, and performance evaluations;
3. Attire and adherence to band policies.

One point will be deducted from your grade for each policy violation. This includes showing up late and wearing improper attire (shoes, restrictive clothing, etc.) to rehearsals and performances. Repeat offenses will result in a two-point deduction from your grade. If you are absent (unexcused), you will automatically receive a zero (0) for that day. Offenses also include improper preparation of music/choreography and coming unprepared for a performance. These 6-9 points (if there is a Saturday rehearsal, it will be worth 9 points) make up your weekly grade.

Members are required to bring a notebook with sheet protectors for music and drill/coordinate sheets to all rehearsals. There will be periodic binder checks and coordinate/drill quizzes. All members will be required to complete a final evaluation/survey and an exit interview at the end of the semester.

### Rehearsal Attire

- During rehearsals, all members will wear appropriate athletic clothing and footwear.
- Wear closed-toe athletic shoes designed to give ankle- and arch-support.
- No sandals, boots, or other stiff-soled shoes.
- Your clothing should not inhibit your rehearsal or performance ability in any way.

## 3. PROFESSIONALISM (20%)

Professionalism is an important part of the Stevenson University culture, as a key character trait for career preparation. This includes arriving to all rehearsals and performances on time, treating your peers and instructors with respect, putting forth your best effort with a positive attitude, and adhering to all SUMB policies. Failure to demonstrate these attributes will reduce your grade and/or participation grant, and may end your band membership.

Professionalism is graded out of 100 points. Each student will begin the semester with a score of 100/100 in the professionalism category.

- For every unexcused tardiness for both rehearsals and performances, 5 points will be deducted from the professionalism grade.
- For every unexcused absence from a rehearsal, 10 points will be deducted from the professionalism grade.
- For every unexcused absence from a performance, 50 points will be deducted from the professionalism grade.

### Attendance and Punctuality

Punctual attendance at all rehearsals and performances is required. All absences must be cleared in advance with Professor Lortz, but members are rarely excused from performances. For anticipated excused absences from performances, the Absentee Form should be turned in to the Director **before the first day of class**, though this does NOT guarantee it will be excused. Last-minute illnesses and emergency situations should be reported by telephone (443-334-2124) or email (mlortz@stevenson.edu) **before** the rehearsal begins, and an Absentee Form must be submitted after the absence in this situation. If a form is not submitted, the absence will be marked as unexcused. All absences must be accompanied by proper documentation!

### Attitude and Participation

Members must display a positive attitude with total participation during rehearsals, performances, travel, and public appearances. All faculty, staff, and students will exhibit the highest level of respect, support, and encouragement toward each other. Students may not engage in the use of alcohol or illegal drugs before or during any SUMB function. Students found to be in violation of this policy and the concurrent university policies on alcohol and substance abuse are subject to immediate suspension, loss of their participation grants, a failing grade, and/or dismissal from the SUMB, in addition to university or legal discipline.

### Possible Grade Deductions

Rehearsal		
1 <sup>st</sup> unexcused tardy	-1 point for class -5 points for professionalism	2/3
Further unexcused tardiness	-2 points for class -5 points for professionalism	1/3
Unexcused absence	-3 points for class -10 points for professionalism	0/3
Performances		
1 <sup>st</sup> unexcused tardy	-10 points for performance -5 points for professionalism	20/30
Further unexcused tardiness	-20 points for performance -5 points for professionalism	10/30
Unexcused absence	-30 points for performance -50 points for professionalism	0/30

### Adherence to Other Policies

- **University-owned Brass Instruments:** Any student issued a university-owned brass instrument is required to wear gloves at all times while handling the equipment.
- **University-owned Equipment and Uniforms:** All university-owned equipment and uniforms must be returned in the same condition as they were assigned. The cost of any damage to equipment or uniforms will be subtracted from the student's participation grant.

**MEMBERSHIP:** SUMB membership is open to all registered part-time or full-time undergraduate and graduate students of the University and from the surrounding area. Membership is contingent upon the student's ability to fulfill the requirements of the course as outlined in the Member Handbook and the Membership Agreement Form.

**SCHEDULE:** A complete schedule for SUMB rehearsals and performances is posted on the official SUMB website (<http://marchingband.stevenson.edu/>). Each member must plan other activities and personal engagements around the rehearsal/performance schedule to fulfill course requirements.

**MEDICAL INFORMATION:** Medical information is not required of college students at least 18 years old. Any SUMB member with a medical condition that may constitute unique attention or an emergency is encouraged to share appropriate information with the directors. This would include the name of the student, any information pertaining to the condition, an appropriate plan of action in case of an emergency, and an emergency contact number. Unless instructed otherwise, our plan of action would be to contact Stevenson University Security. All information will be kept confidential.

**METRONOME USE:** Our rehearsal techniques include the use of a field metronome that is amplified throughout the rehearsal field. If any SUMB member has sensitivity to this metronome, musician's earplugs are recommended.

**PARTICIPATION GRANT:** Each band member will receive a participation grant for his or her service. At the conclusion of the semester, the participation grant will be applied to any open balance, and the remaining funds will be mailed to the student.

**Grant amounts are listed below:**

YEAR	GRANT AMOUNT
1 <sup>st</sup> Year	\$650.00
2 <sup>nd</sup> Year	\$800.00
3 <sup>rd</sup> Year	\$1,000.00
4 <sup>th</sup> Year	\$1,250.00

**PARTICIPATION GRANT DEDUCTION:** We are happy to offer a Participation Grant based upon service, attendance, attitude, and overall professionalism. Earning the full amount of the grant requires members to meet the expectations outlined in this handbook. At the conclusion of the semester, the participation grant is deposited into each student’s account and will be used toward the student’s spring tuition.

**Grant deductions will occur if:**

- instruments/equipment are damaged beyond normal usage;
- instruments/equipment are not returned at the end of the semester;
- the final evaluation/survey is not completed; or
- the exit interview is not completed.
- For instrumentalists, a reduction will occur if you do not attend the recording session.

**Participation Grant Criteria**

- 1 unexcused absence from any performance = grade reduction of 1 letter grade and forfeiture of 1/2 of grant
- 2 unexcused absences from any performance = grade reduction of 2 letter grades and forfeiture of entire grant
- 3 unexcused latenesses from performances = administrative hearing
- Any student dismissed from the SUMB for any reason will not receive any or part of his/her grant.

Any combination of the above will be handled on an individual basis.