FOUR O'CLOCK LAB BAND

FALL 2026 SYLLABUS
MULB 1808.504/5174.504

Director: Dr. Ken Ebo
Phone: 817-454-1865
Email: ken.ebo@unt.edu
Office: Music Building - Room 339 (Office Hours by Appointment)

REHEARSAL TIMES
Tuesdays and Thursdays
2:10-4:00 p.m.

REHEARSAL LOCATION
Music Building - Room 282 (LAB WEST)
(Sectional times and locations TBD)

COURSE EXPECTATIONS

- Be ready for downbeat at 2:10 p.m. on rehearsal days.
- Have all your gear (i.e. mutes, doubles, extension cords, amps, pencils, music, etc.).
- Be musically prepared for rehearsal.
- Coordinate and attend sectionals.
- Participate in band logistics as directed.
- Be punctual and professional at all performances AND rehearsals.
- **This is a technology-free course. Cell phone/computer/iPad/tablet use** is not permitted during rehearsals and performances. If you would like to discuss an exception to this policy please speak with me (i.e. recording your performance from your stand, etc.).
- Lead players/section leaders will be responsible for the management of their respective sections.
- Listening assignments may be given as needed.
- Course information will be disseminated via the Canvas page. Check daily for updates and new information.

ATTENDANCE POLICY

- Attendance is required for all class activities.
- Limited absences may be excused on a case-by-case basis with **advance notice. In the case of an excused absence, a substitute must be arranged to cover your part.** It is your responsibility to coordinate the sub along with the transfer and return of your music.
- If a substitute is approved for rehearsal it is your responsibility to ensure the sub has the music, is qualified to play your chair, and is prepared.
- You are expected to play ALL performances and dress rehearsals during this semester. In rare cases an exception may be made after consultation.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you **communicate** with the instructor prior to any expected absence, so you can mitigate the impact of the absence on your attainment of course learning goals. Please inform the instructor as soon as possible if you are unable to attend class meetings due to illness.

MEMBER RESPONSIBILITIES

- You are responsible for the care and preservation of all music and your music folder.
- You will be charged a fine determined by the Jazz Department for loss of any music or your folder.
- Every section is required to have regular sectionals. Location and time can be mutually determined by your section. These times/locations should be determined by the second week of class.
- It is your responsibility to acquire appropriate concert attire. Appropriate concert attire is required and will be specified before each performance. Appropriate concert attire includes the following:

1. Business Casual: no jeans, no tennis shoes, collared shirt, coat & tie (men) optional.
2. Business Dress: no jeans, no tennis shoes, coat & tie (men), comparable business (women).
3. Concert Uniform - Casual: Black UNT Jazz polo shirts (tucked or untucked will be specified), khaki or tan pants with belt, tennis shoes OK if in good condition. If this uniform is required, the Polo Shirts will be provided to you.
4. Concert Uniform – Formal: men - Dark suit, white shirt, tie (green UNT tie if desired), belt, dress socks, dress shoes; women – comparable dark formal concert attire with optional UNT green accent.

For all categories - no headgear and no clothing logos (except UNT). Instrument decoration or ornaments are discouraged and generally not appropriate. These will be addressed on a case by case basis.

COLLATERAL DUTY POSITIONS (To be appointed)

- **Four Section Leaders**
- Two librarians to assist the director with the management of music.
- One road manager and one assistant road manager to assist with performance logistics.
- One public affairs/social media assistant to help advertise performances and assist the social media manager.
- One social manager to assist with various band events (i.e. Informals, end-of-semester band party, etc.).

GRADING CRITERIA

You will be graded on the following:

- Quality and consistency of musical preparation in both rehearsals and performance.
- Professional attitude in rehearsals and performances.
- Adherence to the attendance policy.
- Any UNEXCUSED absence from regular rehearsal will be dealt with immediately on a case-to-case basis, and will generate a direct communication (via email, phone, or in person, or a combination of all of these methods) from the instructor to the student to ascertain the particular circumstances.
- Two UNEXCUSED absences from regular rehearsals will require a prompt meeting with the student, the instructor, and the faculty Lab Band Coordinator, Professor Baylock. Depending on the circumstances, a letter grade reduction may be applied.
- Three UNEXCUSED absences from regular rehearsals will automatically result in the loss of a letter grade. This circumstance will also require a meeting with the student, the instructor, the faculty Lab

Band Coordinator, Professor Baylock, and the Head of the Jazz Division, Professor Parton. This meeting will determine any subsequent actions to be taken.

- **ANY UNEXCUSED absence from a performance will automatically result in the loss of a letter grade.**

PERFORMANCES (as of 17 AUG, 2026)
Performances are subject to change and you will be notified as soon as any updated information becomes available.

- **23 SEPTEMBER (Wednesday) Syndicate**, 9:00-11:30 p.m.; sound check 8:00 p.m., downbeat 9:00 p.m.
- **8 OCTOBER (Thursday) – INFORMAL Concert I**, Lab West, 2:10-3:00 p.m. (during first part of regular rehearsal time)
- **16 OCTOBER (Friday) – RECORDING SESSION,** Spec's Studio, 8:30-10:30 a.m.
- **11 SEPTEMBER (Friday) – Denton Arts & Jazz Festival,** 6:00-7:00 p.m. performance (call time NLT 5:00 p.m.)
- **22 OCTOBER (Thursday) – Robson Ranch,** 7:00-9:00 p.m. (Details TBD)
- **23 OCTOBER (Friday) – RECORDING SESSION,** Spec's Studio, 8:30-10:30 a.m.
- **28 OCTOBER (Wednesday) – Syndicate**, 9:00-11:30 p.m.; downbeat 10:15 p.m.
- **3 NOVEMBER (Tuesday) – Fall Concert**, 8:00 p.m., Lab West (with the Five O'Clock)
- **5 NOVEMBER (Thursday)** – **Recording Sessions** 7:00-11:00 p.m., (UNT Spec's Studio Lab)
- **10 NOVEMBER (Tuesday) – Clinic/Concert,** Crownover Middle School 12:45-4:00 p.m. 1901 Creekside Dr. Corinth, TX 76210
- **19 NOVEMBER (Thursday) - INFORMAL Concert II**, Lab West, 2:10-3:00 p.m., (during first part of regular rehearsal time)
- **1 DEC (Tuesday) – End of Semester PARTY**, 2:10-3:50 p.m. (location TBD)

Jazz Concert Attendance Requirement:

Concert attendance Concert attendance is an extraordinary opportunity to support your colleagues, learn from observing guest artists, and experience creative music that informs your future artistic self. This is an assessed component of your Lab Band Course. All undergraduate jazz majors in a jazz lab band are required to attend a select series of Jazz Studies concerts each semester. Each unexcused absence from a required Jazz Studies concert will result in a half letter grade deduction from your Lab Band grade. If conflicts arise with the classical ensembles at the Murchison, we will coordinate with Dr. Trachsel to ensure that no student is placed in a difficult position when selecting which concert to attend.

Concerts required for Fall 2026:

- Monday, November 2, Voertman Hall, 8:00 PM – Jazz Strings
- Saturday, November 7, Voertman Hall, 6:30 PM – Latin Jazz Lab
- Monday, November 9, Voertman Hall, 8:00 PM – Two & Three O'Clock
- Friday, November 13, 8:00 PM – Jazz Singers
- Monday, November 16, 8:00 PM – One O'Clock Lab Band
- Tuesday, November 17, 8:00 PM – Zebras (Commercial Music Lab)

UNT OFFICIAL POLICIES/STATEMENTS:

ODA STATEMENT

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester. For additional information see the Office of Disability Access.
https://studentaffairs.unt.edu/office-disability-access
(940) 565-4323

UNT OFFICIAL ATTENDANCE POLICY

https://policy.unt.edu/policy/06-039

STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.
https://deanofstudents.unt.edu/conduct

HEALTH AND SAFETY INFORMATION

https://music.unt.edu/student-health-and-wellness

DEFIBRILLATOR LOCATIONS IN THE COLLEGE OF MUSIC

- Music Building: Across from the west side of the Music Commons, directly across from the elevator
- Music Building: Third floor hallway, across from the staircase that comes up from the Copy Room. Next to Room 322
- Music Building: Across from the Copy Room next to Room 293
- Music Building: Voertman Lobby by the big double set of doors that lead out to the courtyard
- Music Building: Main Office (247) under the student worker's desk
- Music Annex: Next to room MA117, near the triple set of doors on the east side of the building
- Music Practice Building North: First floor on the Avenue C side
- Music Practice Building South: First floor on the Avenue C side
- Bain Hall: First floor by the restrooms
- Murchison Performing Arts Center: Located off the main lobby, beyond the grand staircase, across from the single occupancy restroom (next to the public water fountains)

REGISTRATION INFORMATION FOR STUDENTS

Link: https://registrar.unt.edu/registration/spring-academic-calendar.html

SEMESTER CALENDAR, FALL 2026

https://registrar.unt.edu/registration/fall-academic-calendar.html

FINAL EXAM SCHEDULE, FALL 2026 - See above

FINANCIAL AID AND SATISFACTORY ACADEMIC PROGRESS
Please visit the webpage and search for criteria for either undergraduates and graduates.
http://financialaid.unt.edu/sap

RETENTION OF STUDENT RECORDS
http://ferpa.unt.edu/

COUNSELING AND TESTING
http://studentaffairs.unt.edu/counseling-and-testing-services.

MENTAL HEALTH RESOURCES
https://disparities.unt.edu/mental-health-resources

ADD/DROP POLICY
See Academic Calendar (listed above) for additional add/drop Information.
https://registrar.unt.edu/registration/spring-academic-calendar.html

STUDENT RESOURCES
The University of North Texas has many resources available to students. For a complete list, go to:
https://success.unt.edu/aa-sa-resources

CARE TEAM
The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.
https://studentaffairs.unt.edu/care-team

EMERGENCY NOTIFICATION & PROCEDURES
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the Jazz Division Canvas page for contingency plans for covering course materials.

ACCESS TO INFORMATION – EAGLE CONNECT
Your access point for business and academic services at UNT occurs at my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account.
eagleconnect.unt.edu/

ACADEMIC INTEGRITY POLICY
The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence.
https://policy.unt.edu/policy/06-003

USE OF ARTIFICIAL INTELLIGENCE

Academic Integrity - Academic misconduct is present in an academic work wherever AI assistance has been used when unauthorized, or when authorized, has not been disclosed as required.

Expect changes - The developments around generative AI are in flux and the rules that are expressed in this syllabus may need to change on short notice. This may affect the contents of assignments, as well as their evaluation.

Generative AI Use Is Prohibited - The use of generative AI is strictly prohibited in this course.

General Writing - The use of generative AI tools is not permitted on any writing, arrangement, composition, or transcription assignments in this course. By submitting a writing assignment, you attest that you are the only and original author.
https://guides.library.unt.edu/artificial-intelligence/AIfaculty

COURSE SAFETY PROCEDURES

Safety during rehearsals and performances is of the highest priority. Various procedures will be discussed in class to facilitate proper actions during a campus emergency.

FOR ADDITIONAL INFORMATION ON ANY UNT or COURSE RELATED TOPIC please visit the university web pages.
https://www.unt.edu