



FOUR O'CLOCK LAB BAND

SPRING 2026 SYLLABUS
MULB 1808.504/5174.504

Director: Ken Ebo
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Office: Music Building - Rm. 339 (Office Hours by Appointment)

REHEARSAL TIMES

Tuesdays and Thursdays
2:00-3:50 p.m.

REHEARSAL LOCATION

MUSI 282 (LAB WEST)
(Sectional times and locations TBD)

COURSE EXPECTATIONS

- Be ready for downbeat at 2:00 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.
- **Cell phone use** is generally not appropriate during rehearsals, and during performances phones should either not be on stage or turned completely off as a general rule. If you would like to video your performance from your stand that is acceptable, but make sure it does not impede anyone's performance or stage presence.
- 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, solid tie (green UNT tie if possible), black belt, black socks, black 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.

CONCERT ATTENDANCE

Concert attendance is an extraordinary opportunity to support your colleagues, learn by 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 Spring 2026:

- Gomez Residency Concert with pianist, Benny Green: Thursday, March 19, 8:00 PM (Voertman)
- Jazz Strings Lab Spring Concert: Monday, April 6, 8:00 PM (Voertman)
- Two and Three O'Clock Lab Band Spring Concert: Monday, April 13, 8:00 PM (Voertman)
- One O'Clock Spring Concert with composer, Chuck Owen: Monday, April 20, 8:00 PM (Voertman)
- Nick Finzer Faculty Recital: Monday, February 2, 8:00 PM (Lab West)

All students are also required to attend one of the following weekend concerts. We understand that many of you have weekend gig commitments, which is why we're providing two attendance options. If you are unable to attend both concerts, you must email Professor Parton and copy Michael Martin, explaining your conflict.

- Jazz Singers Spring Concert with guest, vocalist Christie Dashiell: Friday, April 17 at 8:00 PM (Voertman)
- Latin Jazz Lab Spring Concert: Saturday, April 25, 8:00 PM (Voertman)

EXTRA 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 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 13 JAN, 2026)

Performances are subject to change and you will be notified as soon as any updated information becomes available.

- **18 FEBRUARY (Wednesday) Syndicate**, 9:00 p.m. to Midnight; sound check 8:00 p.m., downbeat 9:00 p.m.
- **26 MARCH (Thursday) – INFORMAL Concert**, Lab West, 2:00-2:50 p.m. (during first part of regular rehearsal time)
- **1 APRIL (Wednesday) – Syndicate**, 9:00 p.m. to Midnight; downbeat 10:15 p.m.
- **11 APRIL (Saturday) – UNT VP Private Music Program** (300 Dallas ISD students attending). Gateway Ballroom, 8:00-9:00 a.m., 12:00-1:00 p.m., (Potential clinic TBD mid-morning)
- **7 APRIL (Tuesday) – Spring Concert**, 8:00 p.m., Lab West (with the Five O'Clock)
- **16 APRIL (Thursday) – Masterclass/Clinic with Chuck Owen**, Lab West 2:00-3:00 p.m.
- **23 APRIL (Thursday) - INFORMAL Concert**, Lab West, 3:00-3:50 p.m., (during second part of regular rehearsal time). Arranger's Cup Competition finalists.
- TBD - APRIL – Recording Session 2:00-3:50, Lab West
- **30 APRIL (Thursday) – End of Semester PARTY**, 2:00-3:50 p.m. (location TBD)
- **TENTATIVE OFF CAMPUS GIG** – There is a possibility for an additional performance off campus and if so, the announcement will be made in rehearsal and via email with a determination as to the feasibility of such an event.

UNT official policies/statements:

ODA STATEMENT

LINK: disability.unt.edu. (Phone: (940) 565-4323)

Health and Safety Information

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

DEFIBRILLATORS IN THE COLLEGE OF MUSIC

See Handout posted in Canvas

Registration Information for Students

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

Semester Calendar, Spring 2026

Link: <https://registrar.unt.edu/sites/default/files/spring-2026-academic-calendar.pdf>

Final Exam Schedule, Spring 2026 - See above

Financial Aid and Satisfactory Academic Progress

Undergraduates

LINK: <http://financialaid.unt.edu/sap>

Graduates

LINK: <http://financialaid.unt.edu/sap>

RETENTION OF STUDENT RECORDS

Link: <http://ferpa.unt.edu/>

COUNSELING AND TESTING

Link: <http://studentaffairs.unt.edu/counseling-and-testing-services>.

MENTAL HEALTH RESOURCES

Link: <https://disparities.unt.edu/mental-health-resources>

ADD/DROP POLICY

See Academic Calendar (listed above) for additional add/drop Information.

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:

Link: <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.

Link: <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 class Canvas page for contingency plans for covering course materials. 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.

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. For more information, please visit the website that explains Eagle Connect.

LINK: 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.

Link: <https://policy.unt.edu/policy/06-003>

For additional information, please visit and search the university web pages at <https://www.unt.edu>