



# Washburn University

## Coleman Hawkins Summer

### Jazz Camp Handbook

#### Washburn University Coleman Hawkins Summer Jazz Camp

#### REGISTRATION INSTRUCTIONS DAILY SCHEDULE CAMPUS MAP CAMP HANDBOOK

Welcome to the Washburn University Coleman Hawkins Summer Jazz Camp! In this packet you will find some very important information regarding the registration, locations, daily schedule and policies/procedures. This file will also be placed on the website at [www.washburn.edu/jazz](http://www.washburn.edu/jazz).

We are pleased to introduce you to our camp directors!

**Dr. Craig Treinen** (Chair, Department of Music, Director of Jazz Studies & Applied Saxophone, Washburn University)  
**Bill McKerny** (Assistant Director of Jazz Studies & Applied Bass, Washburn University)

Please take time to review this information before **Sunday, June 4<sup>th</sup>**. We are looking forward to seeing you in June!  
Sincerely,

Dr. Craig Treinen  
Director, Camp Office: 785-670-1520

#### **REGISTRATION INSTRUCTIONS OVERNIGHT CAMPERS**

For **ALL** overnight campers, registration will start at 1:00pm in the lobby of White Concert Hall on **Sunday, June 4<sup>th</sup>**. Once everyone has arrived, camp counselors will escort campers to the Living Learning Center for check in! (LLC see map attached) starting at 2:00pm.

✓ **Please make sure you have your instrument/instrument equipment (reeds, etc.)/you may need.**

Here is a list of items for the dorm rooms you will **NEED** to bring:

Bed Sheets/blankets	Socks
Pillow	Water bottle
Alarm clock	Clean Clothes for 5 Days
Cellphone & charger (if applicable)	Instrument
Shower towel	Folding stand
Shampoo/soap	Reeds
Toothbrush o Hairdryer	Slide water
Personal hygiene	Snacks for room
Flip flops/Tennis Shoes	

**PERFORMANCE CLOTHES:** Jeans/or nice shorts and Camp T-shirt (**provided**) **Wear last day of camp!**

#### **Overnight Campers Cont.>**

- ✓ After checking into the LLC Dorms – you will have time to set-up your room.
- ✓ After setting up your room you will take your instrument to White Concert Hall with parents/guardian for a camp meeting at noon.

## COMMUTER/NON-CAMPERS

For **All** Non-Campers, registration will start at 2:00pm in the lobby of White Concert Hall on Sunday, June 5<sup>th</sup>.

- ✓ Please make sure you have your instrument/instrument equipment (reeds, etc.) you may need.
- ✓ After checking in you will bring your instrument to White Concert Hall with parents/guardian for a camp meeting at 4:00pm.
- ✓ **All non-campers/commuters will be provided breakfast, lunch, and dinner!**

\*See the camp schedule breakdown of the day listed later in this packet.

### Sunday, June 4 – Day Schedule

- 1:00pm – 2:30pm: Overnight Camper Registration (**White Concert Hall**)  
 2:00pm – 3:30pm: Commuter/Non-Camper Registration (**White Concert Hall**)  
 4:00pm – 4:45pm: Welcome/Camp Convocation (**Parents & Camper Attendance Required**)
- ✓ Welcome from Jazz Department of Music Chair, Dr. Craig Treinen
  - ✓ Welcome from Washburn University Office of Admissions
  - ✓ Introduction of faculty/staff
  - ✓ Camp Procedures/Policies
  - ✓ Private Lesson Sign-up
- 5:00pm – 6:00pm: Dinner - **Pizza served in White Concert Hall Lobby:** (Parents/Staff/Commuters/Campers)  
 6:15pm – 6:45pm: **Theory Exam** (For placement in Theory Class) – Beginning or Advanced  
 7:00pm – 8:00pm: **Jazz Combo Auditions** (Room: TBA)  
**8:15pm - Pick-up time for non-campers/commuters in White Concert Hall Lobby.**

**PRIVATE LESSONS:** During check in students/parents will be able to schedule private lessons during the camp.

**FEE:** \$20.00 = ½ hour lesson -- \$40.00 = 1 hour lesson

**PLEASE BRING CHECK to be made out directly to private instructor.**

**\*Parents must sign out commuters in White Concert Hall Lobby before the can be released. Pictures will be taken with both parent and child. These will be kept on record by our staff.**

### Daily Schedule

**Monday, June 5 – Thursday, June 8**

**Campers/non-campers will report to White Concert Hall Lobby at 8:45am! Classes will begin after announcement!**

- 7:00am – 8:30am: Breakfast (**Commuters meet in Lobby of White Concert at 8:30am and check-in**)  
 9:00am – 9:50am: Jazz Theory  
 10:00am – 10:50am: Jazz Styles Class/History Lectures  
 11:00am – 11:50am: Jazz Combo Rehearsals  
 12:00am – 1:30pm: Lunch  
 1:40pm – 3:00pm: Jazz Combo Rehearsals  
 3:10pm – 4:00pm: Master classes  
 4:10pm – 5:00pm: Artists Lecture  
 5:00pm – 6:30pm: Dinner  
 7:00pm – 8:00pm: Faculty Performance (**Commuters are excused from camp for parent pickup in front of WCH**)  
 8:30pm – 9:50pm: Student Jam Sessions (**Commuters may stay for this, but parents will need to pickup at 10:00pm**)  
 10:00pm – Overnight Campers return to dorms

### Daily Schedule Cont.

**Friday, June 9**

- 7:00am - 8:30am: Breakfast (**Campers**)  
**8:30am – commuters/non-campers (arrival/check-in)**  
 8:45am – 10:00am: (**Campers**) – Check out of dorms! (**Commuters**) – Student activity w/staff  
 10:10am – 11:50am – Jazz Combo Final Rehearsals (Choir Room, Sound Check, Dress Rehearsal)  
 12:00am – 1:30pm – Lunch  
 1:30pm – Parents need to be present for camp concert and student departure.  
 2:00pm – 3:30pm – **Final Concerts**

**CAMPUS MAP (next page)** (or visit: <http://www.washburn.edu/about/visit/maps-directions.html>)

Living Learning Center (LLC) = Registration/Check IN for ALL Campers White Concert Hall (WCH) = Camp meeting/rehearsals  
 Garvey Fine Arts (GFA) = rehearsals

# Washburn University Campus Map

1700 SW College Ave, Topeka, Kansas 66621 • 785.670.1010

- AB - Art Building
- BE - Benton Hall
- BP - Bianchinio Pavillion
- BT - Bennett Computer Center
- BTAC - Bradbury Thompson Alumni Center
- CA - Carnegie Hall
- CH - Carole Chapel
- FF - Falley Field
- FS - Facility Services/Maintenance

- GC - Garvey Fine Arts Center
- HC - Henderson Learning Resources Center
- IC - International Center
- KH - Kuehne Hall
- LA - Law School

- LEE - Lee Arena
- LLC - Living Learning Center
- MA - Mabee Library
- MB - Moore Bowl
- MO - Morgan Hall
- MU - Mulvane Art Museum
- MV - Washburn Endowment Association

- PC - Petro Allied Health Center
- SB - Softball Fields
- SC - Stauffer Commons Food Court
- SR - Student Recreation & Wellness Center
- ST - Stoffer Science Hall
- TC - Tennis Courts
- TV - KTWU Television Studio
- UN - Memorial Union
- WC - White Concert Hall
- WFH - Whiting Field House
- WH - West Hall
- WV - Washburn Village
- YS - Yager Stadium



- AΔ - Alpha Delta
- AΦ - Alpha Phi
- ΔΓ - Delta Gamma
- ΦΔΘ - Phi Delta Theta
- ΣΦΕ - Sigma Phi Epsilon
- ZTA - Zeta Tau Alpha

Camp Admissions Director: **Mrs. Ann Treinen**  
 Resident Counselor: **Faith Haller**  
 Residence Counselor: **Levi Kickhaefer**

Day – Time Counselor: **Orion Craig**  
 Day – Time Counselor: **Jon Novorr**  
 Day – Time Counselor: **Jacob Schepp**  
 Music Office Administrator: **Dr. Craig Treinen, 785.670.1511**

### **Camp Rules:**

1. WEAR NAME TAG AT ALL TIMES!!! (This is the one issued to you at the beginning of camp)
2. When you go some place, always go in groups of at least two. Do NOT travel alone.
3. Don't talk to strangers. EX: Counselors, teachers, etc. are wearing a (Jazz Camp Name Tag). If someone strange approaches you, tell one of the camp staff right away.
4. Be careful crossing the street. Always cross at a crosswalk. Look both ways before stepping off the curb. STOP! Look both ways, and then cross. Watch out for your friends.
5. No one, except day campers, can go home in the evenings, or ride in cars during the week! Day campers, once you arrive, you cannot ride or drive in a car until you leave in the evening.
6. Stay away from all construction areas on campus.
7. On the side of the building there are big outdoor fountains. It is not a swimming pool or a wading pool. Please stay out of the fountains and do not throw anything in them!

### **Where you can go and where you cannot go:**

1. **Can go:** Garvey Center, Living Learning Center, Student Union, Practice Fields, Quad area
2. **Cannot go:** cross any street, music office or any other office in the building except for the WUSMC Office, Mulvane?
3. **Dorms:** *only dorm campers* are allowed in the dorm rooms; day campers may mingle in the lobby of the dorm, but cannot go past the doors leading to rooms

### **LESSONS**

#### **Policies/Procedures:**

For those students scheduled for a private lesson, the day/time will be written on your lanyard/Name Tag. **Students are responsible for remembering their lesson time and must be allowed time to attend their lesson (please check your Name Tag for your scheduled lesson).** If you don't know where your lesson is being held, ask a counselor. Arrive to your lesson five minutes early, and knock on the door when it is your time. The door should have a schedule listing your appointed lesson time with your name. If the door does not list your appointed lesson time, you are in the wrong place, so ask someone with a yellow bracelet where you need to go. All lessons are in the Garvey Center.

*Campers will have the opportunity to sign up for lessons during check-in on Sunday, June 4<sup>th</sup>. If a lesson is desired, Parents/Guardians should be prepared to bring cash or check to be paid/made –out directly to the applied instructor.*

*FEES: \$20= half hour, \$40 = hour lesson.*

### **NON-CAMPERS (COMMUTERS)**

Drop off & Pick up area will be in front of White Concert Hall. Once you arrive in the morning, please check in and report to your first assigned class. When you leave for the evening (after 8pm) please notify a Camp Counselor that your ride is here and you are leaving. **Be on time!** You have got to be on time for everything. Wear a watch or use your cell phone, know where you're going. Get there ahead of time. We take attendance at everything and will find you if you do not show up. You can always ask a counselor/staff if you have questions – Jazz Camp schedules will be posted for your information. **Failure to show for classes or regular tardiness you will be sent home. NO EXCEPTIONS!**

### **JAZZ CAMP LANYARDS/NAME TAGS**

All campers, faculty and staff will be given a JAZZ CAMP LANYARD/(Name Tag). This will identify you as a CAMP participant. Additionally, it is your meal card for the dining hall. These are to be worn during the entire day of CAMP. **It is required that lanyards must be worn all of the time.**

### **HEALTH MATTERS**

All health forms will be on file in the Camp Office (Garvey 312) and the head residence counselor (Camp Director - Dr. Craig Treinen) will have access to this information. If a student falls ill at anytime during the camp, parents/guardians will be called, student health at Washburn University may be utilized. **In case of an emergency, parents/guardians/campus police/emergency authorities will be notified.** This is for the safety of your child.

### **ATTENDANCE TAKING AND REPORTING PROCEDURE:**

Residence Counselors will take attendance at the beginning of the day at the first class session. All students must be on time – so that no one is mistakenly missing. **If a student is missing: parent/guardian and campus police will be contacted.**

Once an absence is phoned in to the camp office, the camp counselors will take over. Dorms will be checked, phone calls made, Campus Police will be contacted. If/When the student shows up to the rehearsal, counselors will be IMMEDIATELY informing the camp office so we can call off the search party. Students who are late/missing will have a conference with Camp Director to clarify any confusion and to stress importance of attendance.

#### **NON - CAMPER COMMUTER - IMPORTANT INFORMATION:**

**Daytime Residence Counselors are charged with the responsibility of the commuters/non - campers.**

- ✓ ALL COMMUTER/NON-CAMPERS will be **DROPPED OFF in front of White Concert Hall** (day-time counselors will be there to guide students where they need to go).
- ✓ ALL COMMUTER CAMPERS will be **PICKED UP in front of White Concert Hall** (day-time counselors will be there to guide students where they need to go.)
- ✓ \*PARENTS/GUARDIANS - if your child is being pickup from the camp by someone other than their parents/guardian, the parents/guardian of that child must register that person's name prior to the jazz camp with the Camp Director (Dr. Craig Treinen or Mrs. Ann Treinen) a signed release form will be made available during registration. Parent and child will have photo taken for identification. NO STUDENT will be released from the camp with unauthorized parent/guardian. Parents/Guardians must be present in the lobby to check out their child before they are released. Parents/guardian/campus police will be notified of unauthorized adult pickups. **Parents/Guardians: Please be ready to pick-up your child at 8pm!**

**\*Commuter/Non - Campers must notify Residence Counselors when their parents/guardian has arrived so they can be checked out to leave the camp.**

**JAZZ CAMP CLASSES:** Classes will consist of:

- ✓ Master Classes
- ✓ Jazz Improvisation
- ✓ Jazz Theory
- ✓ Jazz Musical Styles/History
- ✓ Artist's Lectures
- ✓ Open Student Jam Session
- ✓ Jazz Combo Rehearsals

**\*Counselors are assigned to provide the instructors with any assistance needed.**

**Duties include:** taking attendance, separating troublemakers, or occasionally removing a student from the room. Be alert and help anticipate trouble-shooting, etc. **CELL PHONES** (Be Smarter than your Smart Phone): Cell phones may **NOT** be used during rehearsal, private lessons, class activities, meetings, other camp activities as designated. Cellphones may be used at your dorm, all meals/designated breaks. If your cellphone causes a distraction during any of the camp activities/rehearsals/performances in which usage is not permitted, you will be relieved of your cellphone and stored in the camp office (Garvey 213) and returned at the end of the camp day. **PARENTS WHO WISH TO GET A MESSAGE TO YOUR STUDENT DURING THE DAY:** you may call the camp office (785.670.1520) and leave a message or call the LLC (dorms) and leave a message for your child with the front desk (785.670.1065). **PROFESSIONAL DEMENOR:** All camp participants will be expected to put their best foot forward – we are here to make music as well as have a wonderful time doing so. The expectations will be:

1. Be kind
2. Be on time
3. Be responsible
4. Have Fun
5. Be healthy

**\*Should an issue arise,** campers will have a meeting with the Camp Director to clarify any expectations.

**ZERO TOLERANCE POLICY:** The following offenses will result in immediate expulsion from the WU Coleman Hawkins Summer Jazz Camp:

- ✓ **Smoking:** WU Jazz Camp is a non-smoking environment
- ✓ **Alcohol:** WU Jazz Camp is a substance free environment
- ✓ **Drugs:** WU Jazz Camp is a substance free environment
- ✓ **Fraternalizing** outside of WU Jazz Camp
- ✓ **Leaving Campus** or beyond Jazz Camp borders

**MEALS:** All meals will be at Lincoln Dining Hall. The hours are:

7:30am – 8:45am: Breakfast

12:00 - 1:30pm: Lunch

5:00pm – 6:30pm: Dinner

**CONCERT DAY** (Friday, June 10) INFORMATION:

**Overnight Campers:** after breakfast you will have the opportunity to get back to your dorm room to finish: cleaning, packing and to checkout. Once you have completed your check out, ALL luggage's will be brought back to White Concert Hall Lobby to be stored until after the concert.

**Commuter/Non - Campers:** You will arrive at the same time in the morning (Dressed for concert). Please be ready to bring something to read, listen to, as there will be some downtime before lunch.

\*Concert will begin sharply at 2:00pm – WCH

After concert: all campers will be released to your family/friends!