

Recital Attendance Syllabus – MUS 1010, Fall 2023
University of Florida School of Music

Instructor

Dr. Lauren Hodges, Associate Professor of Viola

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***Please use Canvas messages for all communication related to this course.**

Office Hour: MUB 304 on Fridays at 12:50-1:40pm or by appointment

All music majors in the School of Music are expected to be acquainted with as many styles of music as possible by the time they graduate, as well as current research in music theory, musicology, and music education.

In addition, it is expected that students will support performances given by University of Florida faculty, ensembles, and students, as well as guest artists. Therefore, as part of all music curricula the following recital attendance policy is established:

1. *Recital* is defined as any "all-school" student recital, faculty recital, or any official, scheduled School of Music concert, public lecture, or performance held on the University of Florida campus, including the Visiting Artist Series. For the most up-to-date listing of events please see the School of Music calendar.
 - a. The School of Music Events Calendar has been moved to a (hopefully) more accessible location. Please use these directions to add it to your Outlook calendar menu for the most up-to-date listing of events:
 - In GatorCloud Outlook (outlook.com/ufl.edu), go to Calendars
 - Select "Add calendar" from the left side menu
 - Select "Add from directory" from the menu
 - Type "CFA-SVC-MUB-CALS" in the "Enter name or email address" line
 - Choose "My Calendars" or "Other Calendars" from the dropdown menu then click "Add."
 - Select in the calendar menu in which you wish to save it.

You will see multiple colors of events on this calendar. The events in orange are confirmed and will count for recital attendance credit.

Please check this calendar before you go to attend an event.

2. One course number, which may be repeated for an indefinite number of semesters, will be used to verify completion of each semester of Recital Attendance (MUS 1010).
3. In order to graduate, all undergraduate music majors must enroll in and receive

a satisfactory "S" grade for a total of six semesters during the undergraduate degree program. A student must attend 13 approved recitals/concerts/lectures per semester in order to receive a grade of "S" for the semester. Twelve of the thirteen events must be from the approved list, and one may be from an outside event of similar quality to those on the list. The concerts chosen need to be those in which the student is free to be part of the audience. Students should plan to attend the entire concert. There is no provision for partial attendance.

NOTE: Students who perform in a recital/concert will not be granted credit for that recital/concert to fulfill a requirement for MUS 1010.

To receive credit for an outside event, please submit a selfie holding the program and/or ticket at the venue. Write your name and UFID legibly on the program, and submit your photo as a file submission in Canvas in the assignment marked "Outside Recital." Dr. Hodges will make all decisions on the acceptability of outside events not listed on the approved list for recital attendance credit.

4. Attendance requirements for transfer students who were music majors at the institution from which the transfer is being made:

Freshman transfers (less than 29 semester hours completed)

6 semesters required

Sophomore transfers (30 - 59 semester hours completed)

4 semesters required

Junior transfers (60 - 89 semester hours completed)

2 semesters required

Senior transfers (90+ semester hours completed)

1 semester required

New Procedure for Recital Attendance Verification

To do list – Right away! Take care of this before the first recital of the semester.

1. Undergraduate students enrolled in recital attendance must have a **physical GatorOne card** (not just the app). We will be using these cards to swipe in and out of each recital. Carbon copy slips are no more!!!

[Here is the link](#) to request a GATORONE card if you do not already have one. Students may also apply for their GATORONE in person by bringing a driver's license or passport to the GATORONE office located in the Welcome Center of the Reitz Union.

2. Show your physical GATORONE card to Masa Enomoto so that he can record the barcode. **Your card will not work until you do this step.**

Use your GatorONE card to check in at the tablet during the 15-minute window prior to the start time of the recital. At the end of the recital, check out with your GatorONE card within the 15-minutes. Check **ONLY** yourself in and out.

Note: When checking in and out, the tablet records time stamps. If your times do not fall within these two specific windows, you will not receive credit.

Check-in and out of each performance you attend even if you are attending multiple performances in a row.

You will receive an email immediately after checking in and out. Confirm that you have received the email. **Save these emails are as proof of your attendance.**

If you forget to check-in or out, you WILL NOT receive credit.

Your attendance will be logged as assignment in Canvas, with the specific event noted in Comments. When the Canvas Grades reads 13 points, you are done! You do not need to use the tablet to check in and out of additional recitals or concerts that you may attend. Help us reduce lines as the end of the semester nears!

Instructions for using the tablet

1. Confirm that the current recital is listed in the drop-down list. If it not, press the down arrow and select the current recital.
2. Press 'Press to Scan' and have the tablet scan your GatorOne card.
3. Your name should come up in the 'name' box with the current date/time showing in the 'timestamp' box.
4. Press 'Check IN' to check in.
5. When checking out, go through the same procedures as above and press 'Check OUT.'

Special Situations

1. Backup plan

In case that the tablet does not work (dead battery or internet outage), take a selfie with the Graduate Assistant recital monitor before and after the recital you are attending. Upload your two photo files in Canvas in Assignments under "Backup Plan."

2. MUE Extra School Observations

MUE students may elect to replace 5 recitals with **extra** school observations. (You cannot use time that is required for one of your courses.) If this applies to you, upload your form with signatures documenting your extra observation hours in Canvas under "MUE extra school observations."

3. Extra Recitals Required to Pass

If Mutlu or Brian require you to do double recital attendance to make up for a previous semester when you failed the course, we will record the extra points here and keep a running list of events in Comments. You will know if this situation applies to you.

Reminders:

- 1) You must attend 13 recitals to receive a Satisfactory grade and earn course credit
- 2) You are permitted to attend one event that does not involve the School of Music. To receive credit, you must upload photo files into the "Outside Recitals" Assignment in Canvas within one week of the event. Your photos should be selfies taken before and after the concert at the venue holding the program and/or ticket with your name written LEGIBLY.
- 3) Students may not receive recital credit for a concert in which they are performing; if you come up in concert attire, you will not receive recital attendance credit.
- 4) If there is no GA recital monitor, the instructions for using the tablet remain the same, and the time stamps must appear during the 15-minute windows before and after the event. Check ONLY yourself in and out!
- 6) You must arrive early and stay for the full duration of the event to receive credit. Time stamps that are recorded outside of the two 15 minute windows will not receive credit. Do not be late or forget to check out!
- 9) All recital programs and/or tickets (outside performances or not) must be submitted within Canvas within 7 days of the recital. Any programs turned in after that length of time will not be accepted.
- 10) **All corrections and disputes for recitals listed on canvas must be communicated to Dr. Hodges by midnight on the last day of classes for the semester). Any requests received after that time will not be honored.**

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies.

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. Click here to get started with the Disability Resource Center. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at

<https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their

Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/> . Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Student Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester. Please email your accommodation letter to Dr. Hodges by the Drop/Add deadline so that modifications can be made as needed. Accommodations are not provided retroactively.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code](#). Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Campus Resources:

Health and Wellness

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Academic Resources

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).

On-Line Students Complaints: [View the Distance Learning Student Complaint Process](#).