

MUT 1362 Jazz Fundamentals 2

(offered Fall and Spring)

Spring 2024

Course Meeting Time and Location: TBA.

Credit Hours: 2 credits

Instructor: Scott Wilson

Teaching Assistant/Grader: Jorge Galvan

Instructor Office Location: School of Music: Room 354

Jazz Director: Scott Wilson: swilson@arts.ufl.edu

Office Hours: Office hours can be made available upon request Monday through Friday.

Instructor Contact Information: Students submit “all” questions (including emergency questions) to their instructor through Canvas: In the “To” field select “Teaching Assistants” and then select “All Teaching Assistants.” It is required to send all questions through Canvas so we can track emails for the course, be able to see which instructor has responded to students and be able to view those responses.

NOTE: Please read all announcements before contacting us! Most of the questions we receive are already answered in the announcements and syllabus. Please note that knowing the announcements is your attendance requirement for this 3 credit course (read “attendance requirement” below). If you have not received a response from our Teaching Assistants within 48 hours at that point please contact Scott Wilson directly and he will resolve your issue: swilson@arts.ufl.edu.

Course Description

This course provides an intermediate theoretical understanding of jazz harmony, jazz chord symbols, common jazz scales and modes, jazz articulations, blues forms, piano voicings, the basics of tune writing, and techniques in accurately memorizing jazz standards. Online resources include online platform, flash cards, worksheets and 35 instructional videos.

Prerequisites: Jazz Fundamentals 1 with a passing grade of B or better.

Course Objectives/Goals

Jazz Fundamentals 2 teaches skills vital to participating in the current music industry. The online Jazz Fundamentals 2 course will provide students with the commercial theory needed to develop improvisation skills, read chord symbols, extend chords, use modern scales to create interesting colors, and will provide students with the basics of song writing and the blues.

Representative Text and/or Materials

Author: Scott Wilson: The Ultimate Jazz Tool Kit and Ultimate Music Workbook. 2012, Kendall Hunt Publishing, 1st or 2nd edition. The textbook comes with an interactive online platform, 35 instructional videos, 4 categories of jazz flash cards, 70 music worksheets, jazz networking links, etc. *Important Savings*. Because of the scope of the textbook and online platform, once a student purchases the textbook this same book will serve them for their courses in Jazz Fundamentals 1 & 2, Jazz Chamber Music, Jazz Improvisation, Jazz Aural Skills and Jazz Ensemble. Students only need to purchase one textbook to participate in all the courses listed above.

The textbook and workbook for this course are currently available in the University Book Store in the Reitz Union. Below is the link to online platform which offers several options including the option to purchase an online book.

http://www.kendallhunt.com/jazz_tool_kit/

Remember to save your confirmation code (you will enter this code into to access the online platform and online book).

**List of Videos Available with the Ultimate Jazz Tool Kit
(Students will be tested on some of these videos below).**

- (1) Extending Minor Chords Lesson (Studio)
- (2) Scales and Modes Lecture Demonstration
- (3) Arpeggiating Minor Chords Lesson (Studio)
- (4) Extending Chords Lecture
- (5) Polychords Lecture
- (6) Pentatonics on Minors Demo and Lesson (Studio)
- (7) Workout on Minor Chords Lesson (Studio)
- (8) Extending Major7th Chords (Studio)
- (9) Extending Dominant Chords (Studio)
- (10) Altered Dominant Exercise and Lesson (Studio)
- (11) Tritone Substitution Lecture
- (12) 2-5-1 Play Along (Studio)
- (13) Harmonic Minor Scale on Dominants (Studio)
- (14) Hearing Harmonic Minor Scale, Quick Demo (Studio)
- (15) #11 vs b5 & b9 and #9 Basics Lecture
- (16) Perfect Blues & Bebop Basics Lecture
- (17) The 1, 4 and 5 chords (Studio)
- (18) F7 Play Along (Studio)
- (19) Eb7 Play Along (Studio)
- (20) Bb7 Play Along (Studio)
- (21) Eb Blues Play Along (Studio)
- (22) Sight Reading Lecture
- (23) Economical Piano Voicings 1 (Studio)
- (24) Economical Piano Voicings 2 (Hourglass) (Studio)
- (25) Economical Piano Voicings 3, Bluesy 6,9 Voicings (Studio)
- (26) Writing First Tune. Blue Form 1 (Studio)
- (27) Writing First Tune, Blues Form 2 (Studio)
- (28) Writing First Tune Blues Form 3 (Studio)
- (29) Writing First Tune Modal 1 So What (Studio)
- (30) Writing First Tune Modal 2 (Studio)
- (31) Get Jazz Instructor Lecture

To make sure you are solid on the basics, please know the content contained in the Review Videos below. This will greatly enhance your experience and help you understand the content in the intermediate instructional videos listed above.

- (R1) Chord Terminology and Examples (Studio)
- (R2) Building Major7ths Lecture
- (R3) Building Minor7ths Lecture
- (R4) Visualizing the Keyboard (Studio)
- (R5) Jazz Resources Lecture

Course Outline (See the detailed attached Weekly Assignments Schedule)

Note: On the online platform the Weekly Assignments pages are linked to the assignments and located under

“Weekly Assignments.” By following the Weekly Assignments Schedule online you can complete this course by logging into the platform each week and completing the items shown. All Critical Dates for Quizzes, Exams and Reading Assignments are shown in the Weekly Assignments Schedule.

JAZZ FUNDAMENTALS 2 GRADESHEET

NAME: _____

ALL ASSIGNMENTS AND GRADING SYSTEM

Worksheet: Hearing and Visualizing the I-IV-V Progression (no tape required) = 60 points	Score: _____
Video Quiz 1 Online = 50 points	Score: _____
Self-Profile and Resume Builder = 50 points credit	Score: _____
Play Major 13 th chords on the piano = 100 points	Score: _____
Worksheet A: Brain Teaser for Building Lightning-fast Note Recognition = 40 points	Score: _____
Worksheet B: Brain Teaser for Building Lightning-fast Note Recognition = 40 points	Score: _____
Video Quiz 2 Online = (see weekly outline for details) 50 points	Score: _____
Worksheet C: Brain Teaser for Building Lightning-fast Note Recognition = 40 points	Score: _____
Worksheet D: Brain Teaser for Building Lightning-fast Note Recognition = 40 points	Score: _____
Play minor 13 th chords on the piano = 100 points	Score: _____
Video Quiz 3 = Quiz is comprehensive (see weekly outline for details) = 50 points	Score: _____
Worksheet: Chord/Scale Simplification (add on in back of workbook) = 50 points	Score: _____
Play half diminished chords and altered dominant chords on the piano = 100 points	Score: _____
Video Quiz 4 Quiz is: (see weekly outline for details) = 50 points	Score: _____
Worksheet: Basic Piano Voicing Using the F to F Rule = 20 points possible	Score: _____
Worksheet: Translating Voicing to Chord Symbols = 50 points	Score: _____
In Class Written Jazz Theory Mid-Term Exam = 100 points	Score: _____
Worksheet: Chord Symbol = Scale = 80 points	Score: _____
Worksheet: Scales and Modes and The Chords They Facilitate = 60 points	Score: _____
Worksheet: Hearing and Understanding Chord Symbols (no tape required) = 50 points	Score: _____
Comp the chord changes to 1 st half of There Will Never Be Another You = 100 points	Score: _____
Bebop Scale Basics Worksheet = 50 points	Score: _____
Worksheet: Learning the ii-V-I Chord Progression #1 = 60 points	Score: _____
Recording: Bebop Scale Basics (see weekly outline for details) = 100 points	Score: _____
Memorizing Tune Worksheet. = 50 points	Score: _____
Private Lessons Journal (back of the workbook). (see weekly outline for details) = 50 points	Score: _____
Comp Chord Changes to There Will Never Be Another You (entire tune) = 150 points	Score: _____
Worksheet: Writing a Combo Tune With Ease = 60 points	Score: _____
In Class Written Final Jazz Theory Exam = 100 points	Score: _____
Final Take Home Exam (see online platform for details on exam material covered) = 100 points	Score: _____
Extra Credit Points Earned	Score: _____
Total Points Possible = 2000 points	Your Current Total Score: _____

GRADING SCALE AND CALCULATING YOUR GRADE

2000 Point Scale for Final Grade Calculation
2000 – 1840 A
1839 – 1800 A-
1799 – 1700 B+
1699 – 1640 B
1639 – 1600 B-
1599 – 1500 C+
1499 – 1440 C
1439 – 1400 C-
1399 – 1300 D+
1299 – 1240 D
1239 – 1200 D-
1199 and below E

NOTE: A Passing Grade of B is required for this course to count towards the UF Jazz Minor.

ATTENDANCE

Prompt and regular attendance is required at all class meetings. Any class conflicts must be cleared with the director a minimum of one week in advance unless it is an emergency. The determination of unexcused absence will be made at the discretion of the director.

Attendance Policy

All class meetings are required. Any unexcused absences will lower the final grade automatically 1/2 a letter grade, i.e. ...1 unexcused = A to A-, 2 unexcused = A- to B, etc. All excused absences will require the proper written documentation that the student has been excused from school during the time in question. Without this approval we cannot excuse an absence. This includes all requests for permission to grant an excused absence for personal issues involving family, work, deaths, hardships, marriages, pregnancies, illnesses, financial problems, other exams, etc.

Tardy

A tardy is defined as not being in class when class begins. Members who arrive late to “3 classes” will have their grade lowered ½ letter grade.

It is required to check the platform and announcements online 3 times a week. This is critical to minimize e-mail traffic, student questions, to lower student anxiety, and it helps to inform students of concerts they can attend. NOTE: Students often have the same questions. With that in mind, the “Announcements” will be the medium that the instructor communicates all answers to basic questions. In some cases, a student’s question will require a personal response, and in those cases, a personal response will be issued to the student. Please note that you may be penalized -5 points for not reading the Announcements or for not being aware of their content.

This ensures scholarly activity from our talented students in terms of being accountable to read instructor communication during the course.

ANNOUNCEMENTS THAT ARE PREPROGRAMMED INTO THE PLATFORM

Title: FLEXIBLE SCHEDULE / MISSED ASSIGNMENTS

All assignment deadlines are listed in the Canvas announcements.

SPECIAL OCCASIONS: If you are getting married, are keeping a work schedule, have an athletic event, are leaving the country, etc., you are still responsible for all the due dates listed in the announcements (please plan ahead because there are no exceptions). We have given students ample time to complete all assignments and accommodate their schedules.

Title: Students who have not turned in homework or purchased the required materials or participated in the online testing platform by the first day of week 5 may be dropped from the course.

Students who have not turned in homework by week 5 may be dropped from the course unless proper documentation is provided. This rule is necessary to ensure students are complying with posted announcements and quizzes and to ensure the students are not overwhelmed if starting the course late due to not purchasing the required materials. It is also important to remember that all students are held accountable for all deadlines regardless of when they decide to purchase the materials.

Make-ups for Exams or Other Work

In order to remain fair to all students enrolled in this course who are held to the same academic standard, make-ups for any assignment will require written documentation that the student has been excused from school during the time in question. Without this approval we cannot issue a make-up. This includes all requests for permission to grant a make-up for personal issues involving family, work, deaths, hardships, marriages, pregnancies, illnesses, financial problems, etc. We do apologize for this inconvenience, however, in order to be ethically in good standing, this documentation is needed to ensure the accuracy of all claims made.

Resource: UF Grading Policy Website:

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

Jazz Fundamentals 2 WEEKLY SCHEDULE

WEEK 1

On the online platform, Weekly Assignments are linked to all assignments and located under the “Weekly Assignments tab.”

1. Get course materials and become very familiar with the online platform.
 2. Read and print out all announcements on the online platform (This is important and required).
 3. Download all links under Resources.
 4. Read and study the syllabus (you will be tested on the content of the syllabus).
 5. Enter all dates and assignments into your personal calendar.
 6. Carefully read the Table of Contents for the Ultimate Jazz Tool Kit and Ultimate Music Workbook. Look through and speed read the entire books to get an idea of the information available to you.
 7. Look through the 35 instructional videos to see what topics are covered and may be of immediate interest to you.
 8. Look through the Jazz Flash Cards resources and experiment with the platform to learn how to use it.
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VIDEOS TO REVIEW

Scales and Modes Lecture Demonstration

READ AND COMPREHEND

Ultimate Jazz Tool Kit: Big Band Terminology

WORKSHEET (due in week 2)

Worksheet and Tape: Hearing and Visualizing the I – IV – V - Progression
(no tape needed) (60 points)

WEEK 2

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

VIDEO QUIZ 1 ONLINE TO COMPLETE (50 points). Make sure you know these videos before you take the quiz. Quiz is comprehensive and includes information from the following videos.

Extending Minor Chords Lesson (Studio)

Arpeggiating Minor Chords Lesson (Studio)

Pentatonics on Minors (Studio)

WORKSHEETS TO COMPLETE

Self Profile and Resume Builder (50 points credit)

WEEK 3

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

TEST 1 - Play Major 13th chords on the piano = 100 points

WORKSHEETS TO COMPLETE

Worksheet A: Brain Teaser for Building Lightning-fast Note Recognition (40 points)

Worksheet B: Brain Teaser for Building Lightning-fast Note Recognition (40 points)

WEEK 4

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

VIDEO QUIZ 2 ONLINE TO COMPLETE (50 points) Make sure you know these videos before you take the quiz. Quiz is comprehensive and includes information from the following videos.

Extending Major Chords (Studio)

Extending Dominant Chords (Studio)

Altered Dominant Exercise (Studio)

RECOMMENDED PLAYING EXERCISES

With the video (6) Pentatonics on Minors Demo and Lesson, make sure you can play each pentatonic scale over the minor chord as shown in the video. Practice in all 12 keys for each pentatonic choice using video (7)

Workout on Minor Chords Lesson (Studio).

WORKSHEETS TO COMPLETE

Worksheet C: Brain Teaser for Building Lightning-fast Note Recognition (40 points)

Worksheet D: Brain Teaser for Building Lightning-fast Note Recognition (40 points)

WEEK 5

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

Test 2 - Play minor 13th chords on the piano = 100 points.

WEEK 6

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

VIDEOS QUIZ 3 ONLINE TO COMPLETE (50 points)

Quiz is comprehensive and includes information from the following videos.

Polychords Lecture

#11 vs b5 & b9 and #9 Basics Lecture

Scales and Modes Lecture Demonstration

WORKSHEETS TO COMPLETE

Chord/Scale Simplification (add on in back of workbook) (50 points)

WEEK 7

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

Test 3 - Play half diminished chords and altered dominant chords on the piano = 100 points

RECOMMENDED PLAYING EXERCISES

Play the Bebop Scale Basics. You should strive to be able to play and combination of Rotations at will.

Record yourself playing the rotations with a medium or up tempo blues album to get a good idea of what you are sounding like at this moment in your growth. Remember that recording yourself is critical and will teach a lot in terms of how to play more soulfully and with better style.

WEEK 8

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

VIDEOS QUIZ 4 ONLINE TO COMPLETE (50 points)

Quiz is comprehensive and includes information from the following videos.

Using the F to F Rule (chapter in book)

Economical Piano Voicings 1 (Studio)

Economical Piano Voicings 2 (Hourglass) (Studio)

Economical Piano Voicing 3, Bluesy 6,9 Voicings (Studio)

(R4) Visualizing the Keyboard (Studio)

READ AND COMPREHEND

Ultimate Jazz Tool Kit: Building a Great Jazz Piano Voicing With Ease

WORKSHEETS TO COMPLETE

Basic Piano Voicing Using the F to F Rule (20 points possible)

Translating Voicing to Chord Symbols (50 points)

WEEK 9

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

Test 4 - Play half diminished chords and altered dominant chords on the piano = 100 points

WORKSHEETS TO COMPLETE

Chord Symbol = Scale (80 points)

Scales and Modes and The Chords They Facilitate (60 points)

WEEK 10

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

VIDEOS QUIZ 5 ONLINE TO COMPLETE (50 points)

Quiz is comprehensive and includes information from the following videos.

Writing First Tune. Blue Form 1 (Studio)

Writing First Tune, Blues Form 2 (Studio)

Writing First Tune Blues Form 3 (Studio)

WORKSHEETS TO COMPLETE

Worksheet and Tape: Hearing and Understanding Chord Symbols (no tape) (50 points)

WEEK 11

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

Test 5 = In Class Written Jazz Theory Mid-Term Exam = 100 points

WEEK 12

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

Bebop Scale Basics Worksheet = 50 points

RECOMMENDED PLAYING EXERCISES

Using the Bebop Scale Basics examples shown in the Ultimate Jazz Tool Kit, play the exercises along a blues video or record. Transpose each Rotation by using the numbers shown (Example: Bop Rotation 1 is 3,2,b2,7,1). Play each rotation or connector many times and also play the combination examples shows (Example: R1 to R3). Record yourself playing these exercises to prepare you for the Jazz Improvisation 1 course.

WORKSHEETS TO COMPLETE

Learning the ii-V-I Chord Progression #1 (60 points)

WEEK 13

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions.

RECORDING (100 points)

Bebop Scale Basics Using the Eb7 Play Along, perform all the exercises listed in the Bebop Scale Basics Chapter. Submit via flash drive or play in class.

WEEK 14

ANNOUNCEMENTS

Check the announcements 3 times this week.

Enter information in your Private Lessons Journal (must have at least 3 entries of 20 minutes each for 14 weeks). Please log your routine and the goals you accomplished in those 3 sessions. Turn in Private Lessons Journal this week.

Test 6 Playing Final Exam = Comp Chord Changes to There Will Never Be Another You (entire tune)
= 150 points

WORKSHEETS TO COMPLETE (50 points)

Private Lessons Journal (located in the back of the workbook). Must have at least 3 entries each week of at least 20 minutes focused practice. Must have 14 weeks for full credit. Detail is required and this journal should have helped you keep a routine during the semester which is critical to developing any skill.

WEEK 15

ANNOUNCEMENTS

Check the announcements 3 times this week.

Final Playing exam - Comp Chord Changes to There Will Never Be Another You (entire tune) = 100 points

RECOMMENDED PLAYING EXERCISES

Make 5 copies of your original blues tune worksheet. Get your original blues tune performed by a combo. Record it to give yourself an idea of what your music is sounding like. Do not worry if it does not sound good right away, the important thing is that you do understand much more about the blues and you have written your first original blues composition.

WORKSHEETS TO COMPLETE (60 points for original music)

(2 weeks to complete) Writing a Combo Tune With Ease (NOTE: You are required to use one of the sets of chord changes provided in the book.). You can hear live studio examples of the various forms of the blues in the videos titled "Writing Your First Tune." You should practice writing your tune while listening to the videos which provides the chord changes for you. We highly recommend sticking to the blues scale for your melody notes of your tune. For creative ideas we highly recommend you record yourself improvising over the tune so you can record some great ideas for blues melodies. Follow instructions carefully on the "Writing Your First Tune" worksheet to ensure quality. NOTE: Original compositions submitted that do not use the required chord changes will not be accepted. (40 points) (20 points for accurate notating of rhythms, bars, stems, note heads, etc., and 20 points for content and quality of tune). All originals submitted must have titles.

WEEK 16

ANNOUNCEMENTS

Check the announcements 3 times this week.

Written Take Home Final Exam (100 points)

Students with disabilities

"Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester."

Academic Honesty

At the University of Florida every student signed the following statement: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion for the University." The instructor of this course fully endorses this statement and will not tolerate academic dishonesty. Anyone caught cheating or plagiarizing is subject to an automatic E and further disciplinary action. All violations of academic honesty will be referred to the Dean of

Students Office for disciplinary action without exception.

<http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php>

****If you are repeating this course at UF, please be aware that turning in any part of any written assignment that you submitted for this course in the past also constitutes academic misconduct. See “Scope and Violations” under the Honor Code above.**

<https://catalog.ufl.edu/ugrad/current/advising/info/student-honor-code.aspx>.

Policy on Sexual Harassment and Sexual Misconduct

It is the policy of the University of Florida to provide an educational and working environment for its students, faculty, and staff that is free from sexual harassment and sexual misconduct. This includes information sent through e-mail. Sexual harassment and sexual misconduct in any form will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff, and visitors to promptly report sexual harassment or sexual misconduct. For more specific information, please see www.aa.ufl.edu/aa/affact/harass (Located in the General Information section of the University Catalog.)

Campus Resources and 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](#).

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](#)

INSTRUCTOR EVALUATIONS

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/>.