

## MUS 1360 Digital Musicianship and Production Syllabus

Class times for Section 001: Rm 147 – Monday, Wednesday, and Friday (9:35am - 10:25am)

### Contact Information

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(I) Principal Instructor: Chris Shelton, Ph.D. (in progress)  
Email: [shelton.d@ufl.edu](mailto:shelton.d@ufl.edu) <https://chrisheltonmusic.com>  
Office Hours: by Appointment in the Lab or via Zoom

(II) Graduate Assistant: Derris Lee, B.A.  
*M.M. in Performance (in progress)*  
Email: [dlee25@ufl.edu](mailto:dlee25@ufl.edu)  
[Official Website](#)  
Office Hours: by Appointment

### Course Description

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MUS1360 introduces the fundamentals of music technology in the context of its historical and cultural use. Scientific foundations of acoustics, hearing, and digital audio as well as technical skills for music production will be addressed; students will work on practical applications of these concepts and techniques. Furthermore, the instructor will encourage students to critically explore cultural aspects of music technology.

### Required Textbooks

No textbook is required. The instructor(s) will provide reading materials that correlate to the subject matter as necessary.

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#### *Recommended, not Required*

Hosken, Dan. *An Introduction to Music Technology*. 2nd ed. New York, NY: Routledge, 2015.

Publisher link [here](#). Other example [here](#). (to visit the textbook's website, click [here](#).)

### Required Materials

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- **Headphones/Earphones (NO BLUETOOTH)**
- **External Storage Medium (flash drive, external hard drive, etc.)**
- Computer
- Audio Interface
- Digital Audio Workstation
- Notation Software

### Course Content

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Introduction to sound, audio, digital audio editing and processing, MIDI, music notation, and website design for musicians.

## Course Objectives

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Provide students definitions, critical knowledge, and practical experience of fundamental music technology topics, encompassing the items described in the Course Content.

## Course Expectations

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*The students should:*

- Read the Syllabus and all announcements and assignments thoroughly.
- Reserve a reasonable amount of time for homework (practicing, reading, listening, etc.) according to the demands of the course. Normally students need 4 to 6 hours a week for this class.
- Maintain a professional, respectful attitude towards other students and your instructor.
- Actively engage in every class, paying attention to the instructor and to other colleagues' activities.
- Not spend the class looking at their computers, unless instructed to do so. The instructor of this course is a live person, that exists outside the computer!
- Follow their progress on Canvas. Access [elearning.ufl.edu](http://elearning.ufl.edu) for more information.
- Notify your instructor in case of any difficulty with the course—the instructor is here to help you!

*The instructor should:*

- Present content considering different types of learners.
- Maintain a professional, respectful attitude towards students.
- Carefully listen to students' questions and demands and be prepared to help them to learn.
- Inspire students to enjoy all the activities of the course, and ultimately, music itself!
- Provide feedback regarding student's progress.

## Evaluation information

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*Students*

1. Written exams – May consist of quizzes, exams, and or special class assignments. Please see below one example question from a written exam:

In this effect, various frequencies in the original signal are delayed by different amounts. In other words, lower frequencies might be delayed longer times than higher frequencies, etc. This will result in a “sweeping” effect.

a Chorus c. Phaser  
b Flange d. Echo
2. Projects – Practical activities to be realized using specific software and techniques discussed in class.
3. Reading reflections – Half a page text written as a response to the readings.
4. Assignments/homework – Mostly will consist of suggested activities from the textbook.

5. Attendance – Please see information in the grading section, below.

N.B.: Communication is not only writing/saying something; it is also what the reader/listener UNDERSTANDS from what has been written/said! With that in mind, students must ensure to clearly communicate their ideas, projects, responses, and answers.

### *Instructor*

1. One-two instructor/course evaluations per semester. Students may keep anonymity.
2. Students are welcome to inform the instructor, by email or during office hours, of any suggestions, complaints, and critiques.
3. Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester and students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

### **Grading**

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1. Discussions = 10%
2. Final Version of Projects = 30%
3. Assignments & Homework = 50%
4. Attendance & Participation = 10%

Each class missed without a documented reason will deduct 10% of the total attendance grade (1% of the final grade). If the attendance grade reaches 0 the student automatically receives an E grade (failure).

*\* More about attendance and other details:*

- A documented reason for missing a class might be: medical report, concerts or special events, and death in the family.
- A documented reason for missing a class might NOT BE: broken alarms, tiredness, alligator in the way, or traffic.
- Students must inform (via email) the instructor about an absence at least 24 hours before the beginning of class.
- Special cases should be informed to the instructor, who might consider other reasons for excusing absences, following the norms of the University of Florida.
- No late work will be accepted unless one reason, from the ones presented above, is given.
- Tardiness is not allowed. The class begins exactly at the allotted time.
- Attendance will be verified in the beginning of every class.

- Students are responsible for learning the content of a missed class, and might (or should!) use office hours to prevent staying behind.

\* More information about attendance [here](#).

## Grading Scale

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Grade	Percent	Grade Points
A	93.0-100	4.00
A-	90.0-92.9	3.67
B+	86.7-89.9	3.33
B	83.4-86.6	3.00
B-	80.0-83.3	2.67
C+	76.7-79.9	2.33
C	73.4-76.6	2.00
C-	70.0-73.3	1.67
D+	66.7-69.9	1.33
D	63.4-66.6	1.00
D-	60.0-63.3	0.67
E	0-59.9	0.00

\* More information on grades [here](#).

**Course Calendar: Section 001 Monday, Wednesday, Friday**

	<b>Mondays</b>	<b>Wednesdays</b>	<b>Fridays</b>
Week 1 1/8 - 1/12	Syllabus & Class Overview	Lecture on DAWs & Production	Lecture on DAWs & Production
Week 2 1/15 - 1/19	<b>NO CLASS MEETING</b>	Lab	Lab/Submit HW #1 by 11:59pm (Partial Single)
Week 3 1/22 - 1/26	Lecture (Live Audio Recording Techniques)	Lecture (Live Audio Recording Techniques)	Lab & Q&A
Week 4 1/29 - 2/2	Lecture on DAWs & Production (Effects)	Lab	Lab/Submit HW #2 by 11:59pm (Added Audio)
Week 5 2/5 - 2/9	Lecture on DAWs & Production (vocal Recording Techniques)	Lab	Lab/Submit HW #3 by 11:59pm (Completed Single)
Week 6 2/12 - 2/16	Class Showcase + Additional Suggestions	Lecture on Sound and Scoring for Commercials	Lecture on Sound and Scoring for Commercials/Assignment #4 Discussion
Week 7 2/19 - 2/23	Lab/Have 2 Commercials Chosen	Lab	Lab & Q&A
Week 8 2/26 - 3/1	Lab	Lab	Lab/Submit HW #4 by 11:59pm (2 Commercials)
Week 9 3/4 - 3/8	Class Showcase + Additional Suggestions	Lecture on Film Scoring for Movies or TV Scenes	Lecture on Film Scoring for Movies or TV Scenes
Week 10 3/11 - 3/15	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>
Week 11 3/18 - 3/22	Notation Software Lecture for HW #5/Have Movie Scene Chosen	Lab & Q&A	Lab/Submit HW #5 by 11:59pm (Lead Sheet)
Week 12 3/25 - 3/29	Lab & Q&A	Lab & Q&A	Lab/Submit HW #6 by 11:59pm (Film Score)
Week 13 4/1 - 4/5	Class Showcase + Additional Suggestions	Lecture on Mastering/Showcase Prep	Lecture on Mastering (reiterating information) & Q&A/Showcase Prep
Week 14 4/8 - 4/12	Lab/Showcase Prep	<b>Lab/Music Producers' Showcase (Wed 10th 7:20)</b>	Lecture on Notation Software & Compositional Techniques
Week 15 4/15 - 4/19	Lab/Test Prep	Lab/Test Prep	Lab/Submit HW #7 by 11:59pm (Larger Score)
Week 16 4/22 - 4/26	<b>Tests</b>	<b>Tests/Final Version of Assignments Submitted by 11:59pm</b>	<b>NO CLASS MEETING</b>

## Course Schedule

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Unit 1: MIDI, Techniques for the Recording Arts & Sciences, Website

Unit 2: Mixing, Editing, Live Instrumental Recording Techniques

Unit 3: Vocal Recording Techniques

Unit 4: Film Scoring for Visual Media

Unit 6: Mastering Techniques

Unit 7: Notation Software Navigation

## Computer Lab Hours

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In order to have a reasonable amount of time to work at the school computers, students should frequently check the computer lab hours, as it may change on a weekly basis.

**Software piracy is illegal. Please follow the university policies on computer usage:** <http://www.it.ufl.edu/policies/acceptable-use/summary/>

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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.

## Covid Requirements

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
  - This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
  - Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
  - Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
  - If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).
  - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#).
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## **Recording of Masterclasses and Online Meetings**

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

## **Resource: UF Grading Policy Website:**

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

## **Students with disabilities**

“Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://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/ccr/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](http://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](mailto: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](mailto: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/>.



## MUS 1360 Digital Musicianship and Production Syllabus

Class times for Section 002: Rm 147 – Tuesday and Thursday (Tuesday at 4:05pm - 6:00pm / Thursday at 4:05pm - 4:55pm)

### Contact Information

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Principal Instructor: Derris Lee, B.A.

*M.M. in Performance (in progress)*

Email: [dlee25@ufl.edu](mailto:dlee25@ufl.edu)

[Official Website](#)

Office Hours: by Appointment

### Course Description

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MUS1360 introduces the fundamentals of music technology in the context of its historical and cultural use. Scientific foundations of acoustics, hearing, and digital audio as well as technical skills for music production will be addressed; students will work on practical applications of these concepts and techniques. Furthermore, the instructor will encourage students to critically explore cultural aspects of music technology.

### Required Textbooks

No textbook is required. The instructor(s) will provide reading materials that correlate to the subject matter as necessary.

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#### ***Recommended, not Required***

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Publisher link [here](#). Other example [here](#). (to visit the textbook's website, click [here](#).)

### Required Materials

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- **Headphones/Earphones (NO BLUETOOTH)**
- **External Storage Medium (flash drive, external hard drive, etc.)**
- Computer
- Audio Interface
- Digital Audio Workstation
- Notation Software

### Course Content

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Introduction to sound, audio, digital audio editing and processing, MIDI, music notation, and website design for musicians.

## Course Objectives

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Provide students definitions, critical knowledge, and practical experience of fundamental music technology topics, encompassing the items described in the Course Content.

## Course Expectations

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*The students should:*

- Read the Syllabus and all announcements and assignments thoroughly.
- Reserve a reasonable amount of time for homework (practicing, reading, listening, etc.) according to the demands of the course. Normally students need 4 to 6 hours a week for this class.
- Maintain a professional, respectful attitude towards other students and your instructor.
- Actively engage in every class, paying attention to the instructor and to other colleagues' activities.
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*The instructor should:*

- Present content considering different types of learners.
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- Carefully listen to students' questions and demands and be prepared to help them to learn.
- Inspire students to enjoy all the activities of the course, and ultimately, music itself!
- Provide feedback regarding student's progress.

## Evaluation information

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*Students*

1. Written exams – May consist of quizzes, exams, and or special class assignments. Please see below one example question from a written exam:

In this effect, various frequencies in the original signal are delayed by different amounts. In other words, lower frequencies might be delayed longer times than higher frequencies, etc. This will result in a “sweeping” effect.

- a Chorus c. Phaser
  - b Flange d. Echo
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1. One-two instructor/course evaluations per semester. Students may keep anonymity.
2. Students are welcome to inform the instructor, by email or during office hours, of any suggestions, complaints, and critiques.
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#### **Grading**

---

1. Discussions = 10%
2. Final Version of Projects = 30%
3. Assignments & Homework = 50%
4. Attendance & Participation = 10%

Each class missed without a documented reason will deduct 10% of the total attendance grade (1% of the final grade). If the attendance grade reaches 0 the student automatically receives an E grade (failure).

*\* More about attendance and other details:*

- A documented reason for missing a class might be: medical report, concerts or special events, and death in the family.
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## Grading Scale

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Grade	Percent	Grade Points
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B	83.4-86.6	3.00
B-	80.0-83.3	2.67
C+	76.7-79.9	2.33
C	73.4-76.6	2.00
C-	70.0-73.3	1.67
D+	66.7-69.9	1.33
D	63.4-66.6	1.00
D-	60.0-63.3	0.67
E	0-59.9	0.00

\* More information on grades [here](#).

**Course Calendar: Section 002 Tuesdays and Thursdays**

	<b>Tuesdays</b>	<b>Thursdays</b>	<b>Fridays</b>
Week 1 1/8 - 1/12	Syllabus & Class Overview/Lecture on DAWs	Lecture on DAWs & Production	
Week 2 1/15 - 1/19	Lab	Lab	Submit HW #1 by 11:59pm (Partial Single)
Week 3 1/22 - 1/26	Lecture on DAWs & Production (Live Audio Recording Techniques)	Lab & Q&A	
Week 4 1/29 - 2/2	Lecture on Production (Live Audio Recording Techniques)/Lab	Lab	Submit HW #2 by 11:59pm (Added Audio)
Week 5 2/5 - 2/9	Lecture on DAWs & Production (vocal Recording Techniques)/Lab	Lab	Submit HW #3 by 11:59pm (Completed Single)
Week 6 2/12 - 2/16	Class Showcase + Additional Suggestions/Sound and Scoring for Commercials	Lecture on Sound and Scoring for Commercials/Assignment #4 Discussion	
Week 7 2/19 - 2/23	Lab/Have 2 Commercials Chosen	Lab & Q&A	
Week 8 2/26 - 3/1	Lab	Lab	Submit HW #4 by 11:59pm (2 Commercials)
Week 9 3/4 - 3/8	Class Showcase/Lecture on Film Scoring for Movies or TV Scenes	Lecture on Film Scoring for Movies or TV Scenes	
Week 10 3/11 - 3/15	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>
Week 11 3/18 - 3/22	Notation Software Lecture for HW #5/Have Movie Scene Chosen	Lab & Q&A	Submit HW #5 by 11:59pm (Lead Sheet)
Week 12 3/25 - 3/29	Lab & Q&A	Lab & Q&A	Submit HW #6 by 11:59pm (Film Score)
Week 13 4/1 - 4/5	Class Showcase/Lecture on Mastering/Showcase Prep	Lecture on Mastering (reiterating information) & Q&A/Showcase Prep	
Week 14 4/8 - 4/12	Lab/ <b>Music Producers' Showcase (Wed 10th 7:20)</b>	Lecture on Notation Software & Compositional Techniques	
Week 15 4/15 - 4/19	Lab/Test Prep	Lab/Test Prep	Submit HW #7 by 11:59pm (Larger Score)
Week 16 4/22 - 4/26	<b>Tests</b> /Final Version of Assignments Submitted by 11:59pm <b>WEDNESDAY</b>	<b>NO CLASS MEETING</b>	

## Course Schedule

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Unit 1: MIDI, Techniques for the Recording Arts & Sciences, Website

Unit 2: Mixing, Editing, Live Instrumental Recording Techniques

Unit 3: Vocal Recording Techniques

Unit 4: Film Scoring for Visual Media

Unit 6: Mastering Techniques

Unit 7: Notation Software Navigation

## Computer Lab Hours

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In order to have a reasonable amount of time to work at the school computers, students should frequently check the computer lab hours, as it may change on a weekly basis.

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## Covid Requirements

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

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## **Academic Honesty**

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\*\*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](http://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](mailto: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](mailto: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/>.