

# HISTORY OF JAZZ

MUH 4016 (ALL SECTIONS)

FALL 2017

**Instructor:** Scott Wilson

**Teaching Assistants:** Zac Chester and Ben Elgan

**Class Meets:** The class meets completely online. There are no physical class meetings.

**Office hours:** By appointment only. Send us an email through the Canvas online platform. When you request a meeting please let us know when you are available. Please provide us with three (3) possible times that you would be available and we will try our best to accommodate your schedule. We will answer your request through Canvas and most likely meet in the School of Music front offices unless otherwise noted.

**Instructions for contacting us through Canvas:** 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 instructors have responded to students and be able to view those responses. 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](mailto:swilson@arts.ufl.edu).

NOTE: Please read all announcements before contacting us! Most of the questions we receive are already answered in the announcements and syllabus. Knowing the instructor communications and announcements are the attendance requirement for this 3 credit course (read “attendance requirement” below).

**Required text: History and Tradition of Jazz, 5<sup>th</sup> edition. Author: Thomas Larson**

Purchase includes free access to Rhapsody Music. Note, in many cases it is cheaper to buy the new book which comes with the online platform rather than to purchase a used book and also have to purchase the online platform separately. I highly recommend playing it safe and getting a new book to make sure you get the cheapest price for the package. The cheapest price possible is available at Kendall Hunt: <http://www.kendallhunt.com/jazz/>

<b>eBook, interactive platform and Rhapsody Access</b> ISBN: 9781465288882	<b>Printed Product, interactive platform and Rhapsody Access</b> ISBN: 9781465278647
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**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). Just like a normal UF class, if you miss our tests for any reason then you receive a zero on the test (unless you obtain an official note from the University excusing you from class during that time). We have given students ample time to complete all assignments and accommodate their work schedules and vacation schedules. With that in mind, please be advised at the start of this course that there are no exceptions for poor internet connection, international vacations, family trips, work scheduled, etc. If you sign up for this online course, you are enrolled and the schedule is set and assignments are time released

and all deadlines are kept. Also make note, all assignments are closed on Sunday and the staff does not answer emails on Sunday.

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**MISSION STATEMENT:** The mission of the course is to bring about in each student awareness, appreciation, and basic knowledge of “America’s only true art form - Jazz.” This mission is accomplished by reaching the following objectives:

### Objectives

1. The student will become aware of the social, ethnic, geographical and cultural variants that contribute to the development of jazz.
2. The student will develop a working knowledge of basic musical terms and concepts and how they apply to jazz
3. The student will examine the various styles of jazz including: blues, ragtime, boogie woogie, stride, dixieland, swing, bebop, cool, hard bop, fusion, avant garde, third stream, vocal, smooth, neo-traditional and Latin jazz.
4. The student will become acquainted with the major innovators in jazz including Louis Armstrong, Duke Ellington, Charlie Parker, John Coltrane, Miles Davis, and others.
5. The student will be able to identify specific performers, styles, and details by listening to the examples in the required recordings
6. The student will attend a live jazz performance. A 700 word report is required.

### #1 RULE FOR OUR COURSE: READING ANNOUNCEMENTS

**(It is required to check announcements on Canvas 3 times a week)**

For this 3 credit University of Florida online course you must attend the class. It is required to check the Announcements on CANVAS at least three (3) separate days a week. This includes reading the announcements in Canvas and making sure you log onto the Kendall Hunt platform to view the WEEKLY OUTLINE of assignments. Reading the announcements is critical to ensure students do not miss instructor communications, exam dates, it minimizes e-mail traffic, it minimizes student anxiety, it informs students of extra credit opportunities, etc. If a student demonstrates through multiple emails that they are not reading announcements then their attendance record will be checked on Canvas and they may be given -5 points for each week they did not log into the platform 3 times to attend the class and stay current with instructor communications.

**NOTE:** It is required to print out all announcements in a personal folder so you can access them at any time and are informed. This will ensure students miss no communications from their instructors.

**NOTE ON PHONES:** Do not rely on your phone to view any announcements as this does not log you onto the platform for attendance and it will not count for attendance. By checking the platform from your phone you are technically absent. Likewise, students often miss many vital announcements from trying to stay informed by their phone (We have learned that it does not work and it has cost students their grade from missing vital information in the announcements). We also do not respond to messages sent from phones because they

generally are poorly written or abbreviated and often are missing vital information. All students are required to read announcements and respond back to instructors through CANVAS via a computer (no exceptions).

### **ANSWERING EMAIL QUESTIONS:**

Students often have the same question when emailing us through Canvas and with that in mind, the “Announcements” will be the medium by which the instructor communicates all answers to general questions. In some cases, if a student’s question requires a personal response, in those cases a personal response will be issued.

### **GRADING SCALE**

<b>1000 – 920 A</b>	<b>749 - 720 C</b>
<b>919 – 900 A -</b>	<b>719- 700 C-</b>
<b>899 - 850 B+</b>	<b>699 - 650 D+</b>
<b>849 - 820 B</b>	<b>649 - 620 D</b>
<b>819- 800 B-</b>	<b>619- 600 D-</b>
<b>799 - 750 C +</b>	<b>599 and below E</b>

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### **BREAK DOWN ON ALL THE GRADES AND POINTS**

**10 Chapter Quizzes** – 30 points each – Total: 300 points

**5 YouTube Quizzes** - 20 points each – Total: 100 points

**2 Listening Quizzes** – 20 points for Quiz 1, 40 points for Quiz 2: Total: 60 points

**1 Photo Quizzes** – Total: 80 points

**3 Exams** – Exam 1 and 2 are worth 100 points each. The Final Exam is worth 200 points – Total: 400 points

**Concert Report** – 700 words minimum – Total: 50 points

**Discussions** – 10 Discussions total – 1 point each. Total: 10 points

**Total 1000 points**

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### **Chapter Quiz 1**

This quiz explains the online platform and will quiz you on the syllabus and confirms your purchase of the book. Due to the agreement with the publisher of our book (who allows us to use copyrighted information in our robust online platform) every student must own their own copy of a book. Chapter 1 Quiz confirms you understand how the course will operate, that you have read the syllabus and it will also test you on the

information contained in Chapter 1. It also ensures you have written down all EXAM dates in your personal calendar.

### **Powerpoint Slides**

We have copyrighted Powerpoint slides available to the student that help synthesize the information in this course. The Powerpoints also will show sample test questions! These Powerpoints radically help students organize the information for your chapter quizzes and exams.

**Powerpoints are located on the Kendal Hunt platform:** Click “Course Content,” then click “Weekly Outlines & Assignments,” then click the Powerpoint link. These Powerpoints are specifically tailor to this course.

**NOTE:** There are no Powerpoints for Chapters 9 and 10. At that point in the semester students should have a solid idea how to synthesize chapter information. There is, however, an additional Powerpoint called “**1960s Powerpoint.**” For the final exam three, 50% of the final exam covers the “1960’s Powerpoint” and the other 50% covers Chapters 9 and 10. Much of the information in the 1960’s Powerpoint is not available in the book and these Powerpoint slides also cover cultural diversity issues.

### **Listening Quiz**

On the Kendall Hunt website click the “Music Library” link to access each chapters listening examples. This will connect you directly to your Rhapsody account. Rhapsody has a listen page for each chapter in the book. There are three (2) listening tests that will be based on the musical selections that are illustrated within the textbook. These sections are highlighted and labeled “Music Analysis.” Make sure you identify all the songs illustrated in these sections of your textbook before you take the test. Also, you must make sure you have listened to all the listening links to make sure they work before you take the listening test.

**How does it work?** You must be well read on the listening examples before you start the quiz (read the captions next to the listening examples in the book). You may access your book or notes while taking the quizzes so you will be able to see the information if needed. The Listening Quiz will ask you questions about the selection you are listening to or ask you a question about the information contained in the book pertaining to the listening example. You can see the names of the songs for each question so there is no need to memorize them. In situations where you are taking a quiz and a song link does not work (some older computers may have issues reading the links), you can look up any song by the song title in Rhapsody and it will come up.

### **Photo Quiz**

While you are reading the book make sure you review each picture and the caption under it. In the Photo Quizzes, each question has a picture attached to it. The question will relate to that photo or the caption in the book that describes the photo.

### **YouTube Quizzes**

**NOTE:** YouTube quizzes sometimes contain videos that might be missing because they were removed or become unavailable. When that happens, these points will be thrown out. To make up these points, you may have an additional YouTube quiz at the end of the semester that will account exactly for the number of questions that were missing videos or had bugged questions.

## **Rhapsody Music Listening Account**

When you purchased the textbook, you should have been given a coupon code for four (4) free months of Rhapsody use. After downloading the software, create your user account in Rhapsody. Enter your code and get started!

Once signed into Rhapsody with your username, you should be able to access the chapter playlists on our online platform. On the Kendall Hunt website click Music Library and it has links for each Chapters in the textbook.

If you ever want to search for songs directly in Rhapsody, you do this by typing whatever you're looking for into the search bar near the top right; it has a magnifying glass icon all the way to the right of the page. A list of related search results will come up listing song name, artist name, and album name. There will be two icons next to the song title, one that's a triangle, and one that's a plus sign. The triangle plays the song, the plus sign adds the song to your personal playlist. You can make your own playlists.

## **Discussions – 10 points**

You will have to participate in all 10 Discussion Questions and provide your answer by typing it into the text box provided. Study Questions are worth 1 point each and can be answered at any time during the semester even though they are listed throughout the course in the Weekly Outline.

**Discussions close on the first Reading Day before finals week.**

# **ASSIGNMENTS THIS SEMESTER**

- Chapter Quiz 1 –**
- Chapter Quiz 2 -**
- Chapter Quiz 3 -**
- Chapter Quiz 4 -**
- Chapter Quiz 5 -**
- Chapter Quiz 6 -**
- Chapter Quiz 7 -**
- Chapter Quiz 8 -**
- Chapter Quiz 9 -**
- Chapter Quiz 10 -**

**Photo Quiz 1 (covers photos presented and illustrated in the textbook) -**

**Photo Quiz 2 (covers photos presented and illustrated in the textbook) -**

**YouTube Quiz 1 (Watch videos and answer questions about the videos) -**

**YouTube Quiz 2 (Watch videos and answer questions about the videos) -**

**YouTube Quiz 3 (Watch videos and answer questions about the videos) -**

**YouTube Quiz 4 (Watch videos and answer questions about the videos) -**

**YouTube Quiz 5 (Watch videos and answer questions about the videos) -**

**Listening Quiz 1 (Covers all listening examples listed in Chapters 1 through 4) –**  
**Listening Quiz 2 (Covers all listening examples listed in Chapters 5 through 10) -**

**Concert Report – 700 words. Students must follow concert reports guidelines listed below to receive credit.**

**Discussions – there are 10 and you can answer them at any time by clicking on their link in the Weekly Outline on the Kendall Hunt Platform. Each discussion is worth 10 points.**

**Exam 1 (Covers Chapters 1 through 4 and tests students on the rules listed in announcements) -**

**Exam 2 (Covers Chapters 5 through 8) -**

**Exam 3 (Covers Chapters 9 through 10 and “1960s Powerpoint”)**

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**Extra Album Review 1 – 15 points**

**Extra Album Review 2 – 15 points**

**EXTRA CREDIT ALBUM REVIEW REPORTS 1 & 2 (optional but highly recommended)** 400 words required. Must include reviews of each track and in some classes may include liner note information. The list of the 2 approved albums will be made available in the announcements.

Note: We recommend that everyone take advantage of the extra credit assignments as soon as possible! Sometimes a student will forget to read the instructions on an assignment and therefore they will score poorly even though they studied very hard. The Extra Credit points offered in this course is a safety net that allows students to make simple mistakes and the extra credit points give them the opportunity to make up missed points. This helps minimize a student’s stress if they happen to miss a question and this latitude also provides them some room to get accustomed to taking courses online. It is the student’s responsibility to achieve the extra credit points. This ensures that students do not have to approach the instructor to haggle for the points they need to achieve their desired grade. Our strong advice is for the students to do the extra credit as soon as possible. Having these 30 extra credit points helps students feel more comfortable throughout the course.

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## **CONCERT REPORT GUIDELINES**

ALL CONCERTS MUST BE ON THE APPROVED LIST BELOW. If they are not on the approved list below or listed on our UF jazz calendar, then you have to submit a request through Canvas to approve your concert venue. No photos, concert tickets or programs are needed for concerts on the approved list (please do not submit them)!

NOTE: You must obtain all the information required in the guidelines below so that your report fulfills the requirements.

**The Concert Report is a 700 word review of a Concert.**

**Format Heading**

Name:

Section:

Concert You Attended:

Date of Concert:

Venue:

## GUIDELINES

Please note that the concert report should not be a narrative report on yourself but rather is a report on all the “details” of the concert you attended. Please also note that this is not a story telling assignment. It is an assignment that proves you can collect concert information and report on it. Students who write self-narratives rather than report on the concert will receive deductions to their grade.

## INSTRUCTIONS FOR THE CONCERT REPORT

**Like a reporter, you are required to list the names of all musicians, some songs performed, soloist that were featured, highlights of the show, styles performed, etc.** If the band does not announce this information then you will have to approach the band members to get this information (just like a reporter). If you did attend a concert and forgot to collect the names of the songs or musicians, then you cannot do your report on that concert because you do not have the necessary information to complete the report. In your last paragraph of the report you may include a few comments on how the concert affected you overall.

You will submit your concert report on the online platform. The link is located under WEEK 15 and can be submitted any time prior to the first Reading Day before finals week.

NOTE: If your concert report was received, you will see 50 points credit in the grade book. This happens automatically within 24 hours so the students know the report was received. These points are then adjusted when the paper is graded. Nonetheless, this system allows our students confirm that their report was submitted properly. Please note that even if you submit a concert report and the system credits you 50 points, if your report does not meet the minimum word requirement or have the correct information, then your score will be manually adjusted during concert report grading periods.

Your Concert Report must utilize terminology you are learning in the book and in the Powerpoints (i.e. Funk groove, boogie woogie feel, delta blues, straight eights, hard bop, two beat, four beat, 12 bar blues, trumpet, trombone, drums, etc.). NOTE: You may only review a concert that has occurred during the time of this course and you may not write a concert report on a concert you attended prior to starting date of this course.

**What Pre-approved concerts may I attend that count for the concert report?** We now have a Gainesville Jazz Calendar with preapproved concerts: [www.ufjazz.com](http://www.ufjazz.com) (**click Jazz Calendar**). You may write your concert report on any “jazz concert” listed in the UF jazz calendar or listed at one of the preapproved venues below. Any other jazz concerts will not be counted unless approved by an instructor.

## PREAPPROVED CONCERT VENUES IN GAINESVILLE FOR CONCERT REPORT

1. Paid concert at the Phillips Center in Gainesville, Florida. (jazz oriented only). If it is not jazz oriented the concert must be approved by the instructor in advance or no credit will be issued. If you have any questions if a concert fits the guidelines, please email us through the Canvas platform.
2. Any jazz concert at the University Auditorium in Gainesville, Florida.
3. Any concert put on by the Gainesville Friends of Jazz.

4. Marty Liquori Quartet – Leonardo’s 706 located on University Drive (call to find out their concert times and dates and make reservation).

5. The UF Jazz Band Concert. Dates to be announced through announcements or you can find it online at: [www.ufjazz.com](http://www.ufjazz.com)

**What if you live out of town, OR you want to attend a program other than the ones listed above?**

If you live out of town, you will have to submit a concert report request in advance with a link to your event. NOTE: For any out of town concerts you must submit to us a PAID CONCERT TICKET (no receipts, cover charges, restaurant bills, pay stubs, stamps, or any other kind of proof other than a paid concert ticketed event). A paid “concert ticket” ensures you are seeing professional jazz musicians. Please note that you may have to contact a performance hall or festival to locate a professional concert. These requests to attend other concerts should be received by the 3<sup>rd</sup> week of class to ensure you can obtain tickets for your concert before it is sold out. When your concert is approved by email, your next step will be to send us the JPG of your “concert ticket” to the Canvas e-mail platform. NOTE: At the top of your submission for your concert report, you must include our approval e-mail for this concert to ensure we indeed approved your event. If you do not include our approval letter in your concert report submission to the platform then you may not receive credit for the report.

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## **ANNOUNCEMENTS THAT ARE PREPROGRAMMED INTO THE CANVAS PLATFORM**

Title: STEP 1. Purchase the book (see PDF in Canvas for detailed instructions on registering)  
You can get a hard copy of the book in the Reitz Union Bookstore or you can order directly from Kendall Hunt and save a little money. For current ISBN numbers and ordering links read the opening announcements in Canvas.

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### **ANNOUNCEMENTS – REQUIRED TO CHECK 3 TIMES A WEEK (Do not break this rule!)**

You are required to check your CANVAS announcement platform a minimum of three (3) times a week. Since we do not have a physical class meeting during the semester, it is paramount that you check the announcement platform frequently. NOTE: This class accelerates in various weeks and may require more checking than others. You are responsible for all announcements posted and responsible for all e-mails sent to you from your instructor. If you miss an announcement during the week, you will miss the points associated with that announcement. **This is the most important rule for this course to function smoothly for both students and instructors.**

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### **TAKING ASSIGNMENTS ON SUNDAY IS NOT PERMITTED UNLESS PREAPPROVED**

The instructions provided in every quiz are enforced to ensure fairness to all students involved and as well as academic integrity. With that in mind, no student should be taking quizzes on Sunday unless they have reported

an issue in advance and received permission to do so. If you do take a quiz on Sunday, you take it at your own risk because we often close the platform for maintenance. If students do not follow this rule and they gamble to take quizzes on Sunday, please be aware that we cannot help these students fix or reset their test under any circumstances. Basically, everyone is off on Sundays unless it is an emergency!).

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## **INSTRUCTIONS FOR HOW TO SUBMIT QUESTIONS TO YOUR INSTRUCTOR**

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 instructors have responded to students and be able to view those responses. 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](mailto:swilson@arts.ufl.edu).

NOTE: Also remember: All general questions on how to use the platform or register should be posted in the Chat Room on Canvas. The Chat Room is the platform for students in the class to share tech information or general questions.

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## **FLEXIBLE SCHEDULE AND MISSED ASSIGNMENTS.**

All assignment deadlines are listed in the syllabus and/or announcements.

SPORTS: Students enrolled in sports must keep your schedule and take tests early if you are unavailable during testing week. Assignments have multiple days for submissions to accommodate everyone’s busy schedules so please plan ahead if you are busy during the final days that an assignment is open.

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.

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## **IF YOU HAVE PROBLEMS VIEWING THE E-BOOK**

The online platform is working. With that in mind, if you are having problems, try the following solution:

1. The ebook is flash-based, so if a user is having trouble viewing, we recommend that you first click on the "plug-ins" link located on the footer of each web page and make sure that you have the most current Macromedia Flash Player download. If a student is still having trouble, please contact web support by clicking the link on the footer of the Kendall Hunt webpage.

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## **STUDENTS WHO HAVE NOT PURCHASED MATERIALS**

For students who chose not to purchase the materials for this course (for any reason), please understand that all students will be responsible for all assignments and announcements they miss. This includes students who start

this course late by choice and it includes students that are having financial difficulties. Although it is regretful we cannot assist students with their personal issues, please understand that we assume every student has the financial means to start the course and if not they should drop the course to avoid missed assignments. Everyone should be registered for the online platform by the end of day 3 of classes which will help the course run smoothly and eliminate unnecessary communications.

## **TAKING ASSIGNMENTS AND VIEWING DIRECTIONS TO ASSIGNMENTS**

All of your assignments and quizzes are accessed by clicking on "Course Content > Weekly Outlines > then click the WEEK you desire, then click the assignments link to view the assignment".

NOTE: Once you click on an assignments link in the Weekly schedule it will prompt you to the "directions" and a start button. Do not hit the start button. While you are on this page remember to read the directions very careful and in full detail. When you are ready to take the test, hit the start button and begin.

When you click the begin button the assignment begins and it is timed. If you hit the start button and begin the test, please understand that the test has started and your quiz or exam is being timed. Please be aware that we will not reset quizzes for any student who closes the quiz and tries to return to it later in the day to complete it. If an assignment gives you one hour of time, then once you hit the start button you have one hour from the point (even if you log out and log back in). There are no exceptions to this rule so please make sure you complete an assignment once you started it.

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## **RESPONDING TO STUDENT QUESTIONS**

There are many people that have the exact same question and therefore the answers for many questions will be posted in the announcements (this saves our staff from having to answer identical questions to each individual student). With that in mind, if your questions are generic, look for the answer in the announcement links. If your questions required a personal response we will definitely respond with an answer. We hope this information helps eliminate confusion regarding how to find the answers to questions. **NOTE:** Please make sure you check the announcements before you submit a question to us.

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## **EVERYONE NEEDS TO PURCHASE COPYRIGHTED MATERIALS TO ACCESS THIS PLATFORM**

Everyone will have to purchase their own copy of the online text book or physical copy of the text book. You may not share textbooks due to the copyright agreement we have with the publisher (Our agreement allows for our students to print out copyrighted materials from the book contained within our Powerpoints slides). These Powerpoint slides are vital resources for students who need to study for the exams yet have no computer access at times (such as when traveling or on vacation).

You may only share a book if you are married and you will have to submit a personal email to your instructor to confirm you and your spouse are sharing a book (e-mail using the platform).

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## **CHAPTER ONE QUIZ – PERSONAL CALENDAR**

NOTE: TAKE “CHAPTER QUIZ 1” as soon as possible. Chapter Quiz One will quiz you on the syllabus, Chapter 1, and the Chapter 1 Powerpoints. You will need your printed copy of the syllabus to take the quiz. The quiz will directly ask you about all the exam testing dates so "you must have your personal calendar filled out with our exam dates listed in the calendar BEFORE you take Chapter Quiz One." You must have all exam dates written in your calendar and this quiz confirm you do (this is vital to ensure students don't miss the online exams).

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## **RULES FOR EXAMS AND ALL ASSIGNMENTS**

1. You must do all your work independently.
  2. You may not work on any assignment or exam together.
  3. In this online class, you may not share any information from exams, quizzes, assignments, etc.
  4. You may not copy in any way the content in this course.
  5. Distribution of course content by any student will be reported to the proper offices and action will be taken based on the offense.
  6. You may use all your personal notes and Powerpoint slides and you may use your online Jazz History Text Book.
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## **MAKE UP EXAMS OR MAKE UPS FOR OTHER WORK**

In order to remain fair to all students enrolled in this course who are held to the same academic standard, makes-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 or excused absence for personal issues involving family, work, deaths, hardships, pregnancies, illnesses, financial problems, other exams, etc. This means that all reported family deaths or illnesses will require a doctor notes or other documentation that such event has occurred. If no documentation is received, the request is automatically denied until such documentation has been provided. We do apologize for this inconvenience; however, in an online course this documentation is vital to ensure the accuracy of all claims and to ensure that all students are fairly held to the same standard.

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## **YOUTUBE QUIZZES**

For the YouTube quizzes, you will be shown a video and then answer questions about that video. You do not receive the videos in advance and there are no videos to study. You will simply watch a video and answer detailed questions about the video. These video quizzes also have a minimum length for testing which means you must watch each video in its entirety to receive credit for the question. For example, if the video is 4 minutes long, that question will take you a minimum of 4 minutes to answer. NOTE: Even if you already know the answer to the question you must watch the entire video.

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## **PHOTO QUIZ**

The photo quiz comes directly from photos out of the book. Make sure you study and can recognize these photos or at least know their location in the book. Photo Quiz questions will ask for information that is listed next to these photos in the book so make sure you read this information in advance because the quiz is timed! You will roughly have several minutes to complete each question or you will run out of time. With that in mind, study the photos and their captions in the book right before you take the quizzes!

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## **COMMON QUESTIONS FROM PREVIOUS COURSES**

If you are having difficulties just let us know and we are happy to help you solve your problems. Here are the answers to common questions.

1. Some students said they bought a brand new book from the bookstore but there is no code in the front cover page.

They should contact Web Support: ([websupport@greatriverlearning.com](mailto:websupport@greatriverlearning.com))

2. A student said she found the code but was not granted access to the platform.

They should contact web support: ([websupport@greatriverlearning.com](mailto:websupport@greatriverlearning.com))

3. Some students wrote in the Chat Room that their ebook is still taking them to a blank page as well as the ebook link. They should contact the web support by clicking the link at the bottom of the opening page of the platform. There is a request for there that they can fill out. Response time is generally within a day.

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## **WHAT IF MY COMPUTER CRASHES DURING A TEST**

If your computer crashes during a test, do not worry. You immediately shut your computer off, turn it back on, login to the platform and click the assignment again. Your time clock to take the assignment continues to run so these means you will have lost several minutes. However, the great news is that your test will open exactly where you left off!

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## **ALL COMPUTER ERRORS MUST BE REPORTED BY SATURDAY WHEN ASSIGNMENTS ARE DUE.**

All quiz assignments are open for a generous amount of time and are due SATURDAY. With that in mind, only in serious emergencies should you take the risk of taking an assignment on the very last day it is due. If you do make this choice and something goes wrong, we may not be able to reset the assignment for you before the platform closes to the class. Although the platform sometimes stays open on Sunday, we often close it for repairs. Do not take assignments on Sunday with the permission of your instructor.

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## **PROCEDURE FOR REPORTING ANY TECHNICAL ISSUES**

If you have any technical problems during a quiz or exam (not including a computer crash), please contact [websupport@kendallhunt.com](mailto:websupport@kendallhunt.com). They have experts on hand to handle all technical support problems for the students. In your e-mail to them remember to include the following information.

1. Directly explain what happened so that we can investigate.
  2. Include the name of the quiz you had trouble with.
  3. Include the model of your computer and the browser you were using.
  4. If your computer crashed during a test then that issue is resolved by turning your computer off, turn it back on, and log into the assignment again. Please see the announcement if you have any questions.
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## **PROCEDURE FOR REPORTING ERRORS OR MISSING VIDEO LINK**

We understand that when links are broken that this causes confusion on the your part and we are frustrated too. Please note that all links are checked prior to the semester's start, however, YouTube has cracked down and is now enforcing copyright violations. Many of the classic videos we use for testing are therefore sometimes removed. Please do not allow yourself to be frustrated by this. You are protected here and we will credit you these points or have a Make-Up YouTube Quiz towards the end of the semester that will cover all missing videos throughout the semester.

### **REPORTING ANY LINK ERROR**

Contact your instructor through CANVAS (see instructions in announcements for contacting instructor)

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## **TECHNICAL ISSUES RESULTING IN THE LOSS OF 4 POINTS OR LESS**

If by chance you experience a technical issue that results in the loss of more than 4 points, please contact us on Canvas and also report the error to the Jazz History platform tech support link (located at the bottom of the home page). We will help you solve your issue. To make up these points, since you might not be able to prove a technical error from your personal computer, we suggest simply completing Extra Credit Assignment #1 which is worth 15 points. At that point, you are ahead and can also complete the other Extra Credit Assignment #2 for an additional 15 points. These extra points help students lower their stress levels if they have several small technical issues that cost them a few points.

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## **FEELING FRUSTRATED ...THEN READ HERE!:)**

We want to assist everyone and we really appreciate your insightful e-mails and suggestions. We encourage you to contact us and request a meeting if you are feeling really frustrated with the platform. We will help you and offer some insight and advice. Please be mindful that 90% of the students' concerns that we deal with come from the fact that students have not read the announcements or not followed the instructions provided to them. With that in mind make sure you have read all the announcements and attend the course before you contact us with a question. Staying informed lowers the stress levels of students and makes every student's online experience more enjoyable.

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### **Students with disabilities**

Individuals with disabilities are asked to register with the Office for Students with Disabilities and submit to the instructor the memorandum from that office concerning necessary accommodations. At the University of Florida for example, The ADA office is located in Room 232 Stadium (phone: 392-7056). All course materials are available in alternative format upon request.

### **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](http://www.aa.ufl.edu/aa/affact/harass) (Located in the General Information section of the University Catalog.)

### **University Counseling Services**

Contact information:

**Counseling Center**

Address:

3190 Radio Rd.

P.O. Box 112662, University of Florida  
Gainesville, FL 32611-2662  
Phone: 352-392-1575  
Web: [www.counsel.ufl.edu](http://www.counsel.ufl.edu)

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