

# BASSOON STUDIO (UNDERGRADUATE)

**MVW 1414, 2424, 3434,4444**

-SPRING 2021-

Class Meeting location, times, and sections:

**ONLINE STUDIO: Mondays—6<sup>th</sup> Period (12:50PM-1:40PM)—Zoom or Other Virtual Platform**

**LESSONS: TBD**

## Instructor

Dr. Shannon Lowe

[shanlowe@ufl.edu](mailto:shanlowe@ufl.edu)

352.273.3185

Office: 355 MUB

Office Hours: TBA or by appointment

## Course Description

Study in the University of Florida Bassoon Studio encompasses a curriculum that is designed to mold bassoonists into musicians who are empathetic, knowledgeable, confident, successful, and supportive of their peers. Through highly individualized instruction, experiences, peer collaborations/interactions, and performances, students are prepared to be confident in diverse musical settings.

All students in the studio will take part in the following:

- Weekly private lessons with the instructor that focus on developing technique, tone, musicianship, and confidence on the bassoon.
- Weekly studio classes that include topics such as performance issues, reed making, ensemble playing, master classes with guest artists, etc.

## Course Objectives

By studying in the bassoon studio, students will be able to:

- Perform and interpret bassoon works encompassing diverse styles (from Western civilization to other world cultures) and bassoon works written by a diverse range of composers (including composers from underrepresented groups such as Women, BIPOC, LGBTQ+)
- Present performances of solo and chamber repertoire in a variety of styles and settings.
- Demonstrate the ability to apply analytical and historical knowledge to live performance.
- Demonstrate an increasingly advanced level of performance skill throughout their studies.

## Required Texts, Materials, Resources, Equipment

Students are expected and required to purchase equipment including reeds/cane, reed-making tools, tuners, and metronomes as well as music/texts\* assigned in lessons. The instructor will provide students with a list of resources to help locate/purchase music, reeds, equipment, etc.

- The ownership of a tuner and metronome is mandatory! *Note: phone tuning/metronome apps count!*
- The student must have playable reeds <see reed clause below>  
*\*If music and/or texts required for performance or lessons cannot be borrowed from the library, it is the student's responsibility to acquire these materials. If the student plans on having a teaching and/or performance career involving the bassoon, it is necessary for the student to own a collection of performance pieces, texts, etude books, tools, equipment, method books, etc. If the student has any barriers preventing them from acquiring materials, they must communicate with the instructor so that a solution can be arrived upon.*

## Materials and Supply Fee

- MVW 1414/2424 \$65.00
- MVW 3434/4444 \$70.00

## Course Outline for Bassoon Studio

Weeks	Topic(s)**	Notes:
1 January 11	Studio Check-in	ZOOM
2 January 18	<b>LABOR DAY—NO STUDIO/CLASSES</b>	
3 January 25	Mindfulness and Performance	ZOOM
4 February 1	Virtual Tour/Presentation-Fox Bassoon Factory	ZOOM
5 February 8	TBD	IN-PERSON POSSIBLY MUB 120
6 February 15	Guest Artist TBA	ZOOM
7 February 22	Online Woodwind Area	ZOOM
8 March 1	Guest Artist TBA	ZOOM
9 March 8	Online Woodwind Area	ZOOM
10 March 22	Guest Artist TBA	ZOOM
11 March 29	Online Woodwind Area	ZOOM
12 April 5	Studio Performance Class	ZOOM
13 April 12	TBD/Studio Project DUE	IN-PERSON POSSIBLY MUB 120
14 April 19	Online Woodwind Area	ZOOM
15 April 26	WW Juries	TBD

*\*\*Course outline/topics subject to change. Students will be given due notice if any changes are made.*

## Course Components for Evaluation—**MAJORS in 1414/2424**

- **Lesson Performance and Preparation (40%)**— To make improvements on the bassoon and as a musician, it is expected that students prepare their assigned exercises, etudes, pieces, etc. between lessons. Each lesson will be assigned with a grade following the rubric below.

Lesson Grading Rubric	
Grade	
100-90	Well prepared; many improvements made from previous week; great effort during lesson
80-89	Somewhat well prepared with some improvements made from previous week; good effort
70-79	Not very well prepared with very little improvements made from previous week; mediocre effort
60-69	Poorly prepared with no improvement made from previous week; poor effort
0-59	No preparation, no improvements made, no effort; unexcused missed lesson

- **Weekly Recording Assignment and Reflection (30%)**— Each student will be given a weekly assignment that could consist of, but would not be limited to, technical exercises, etudes, repertoire, and excerpts. Once assigned, the student is responsible for submitting to Canvas an audio recording of their assigned work as well as a brief written reflection evaluating their goals and outcome of their recorded work. Guidelines for audio submittal and the reflection portion of the assignment will be distributed during the first studio class of the semester. **The deadline for each weekly recording assignment and reflection is by 11:00pm the day before the assigned lesson time.**
- **Studio Project (10%)—Audio/Visual Performance Recording**—Guidelines for this will be discussed and posted to canvas in the first few weeks of the semester.

- **Studio Performance (10%)**—The student will be required to perform on the semester studio performance. Parameters for the performance (setting, repertoire, etc.) will be decided upon in the first month of classes.
- **End of Semester Jury (10%)**— All students not performing a junior or senior recital six weeks prior to the end of semester jury date will be required to play a jury.
  - **A minimum of two contrasting pieces and three etudes** must be performed on the jury. Students may also be given the option to perform **two etudes and two excerpts**, instead of three etudes.
  - If you are in the **last semester of your sophomore year** you are required to play on a Pre-Professional Jury. **It is your responsibility to inform the instructor of your eligibility (whether or not you need to take or retake it).**

Evaluation for Majors in 1414/2424	
Lesson Performance and Preparation	40%
Weekly Recording Assignment and Reflection	30%
Studio Performance	10%
Studio Project	10%
End of Semester Jury	10%
<b>TOTAL</b>	<b>100%</b>

#### Course Components for Evaluation—**MAJORS in 3434/4444**

- **Lesson Performance and Preparation (60%)**— To make improvements on the bassoon and as a musician, it is expected that students prepare their assigned exercises, etudes, pieces, etc. between lessons. Each lesson will be assigned with a grade following the rubric below.

Lesson Grading Rubric	
<b>Grade</b>	
<b>100-90</b>	Well prepared; many improvements made from previous week; great effort during lesson
<b>80-89</b>	Somewhat well prepared with some improvements made from previous week; good effort
<b>70-79</b>	Not very well prepared with very little improvements made from previous week; mediocre effort
<b>60-69</b>	Poorly prepared with no improvement made from previous week; poor effort
<b>0-59</b>	No preparation, no improvements made, no effort; unexcused missed lesson

- **Weekly Recording Assignment and Reflection (30%)**— Each student will be given a weekly assignment that could consist of, but would not be limited to, technical exercises, etudes, repertoire, and excerpts. Once assigned, the student is responsible for submitting to Canvas an audio recording of their assigned work as well as a brief written reflection evaluating their goals and outcome of their recorded work. Guidelines for audio submittal and the reflection portion of the assignment will be distributed during the first studio class of the semester. **The deadline for each weekly recording assignment and reflection is by 11:00pm the day before the assigned lesson time.**
- **Studio Project (10%)—Audio/Visual Performance Recording**—Guidelines for this will be discussed and posted to canvas in the first few weeks of the semester.
- **Studio Performance (10%)**—The student will be required to perform on the semester studio performance. Parameters for the performance (setting, repertoire, etc.) will be decided upon in the first month of classes.
- **End of Semester Jury (10%)**— All students not performing a junior or senior recital six weeks prior to the end of semester jury date will be required to play a jury.
  - **A minimum of two contrasting pieces and three etudes** must be performed on the jury. Students may also be given the option to perform **two etudes and two excerpts**, instead of three etudes.

- If you are in the **last semester of your sophomore year** you are required to sign up and play on a Pre-Professional Jury. **It is your responsibility to inform the instructor of your eligibility (whether or not you need to take or retake it).**

Evaluation for Majors in 3434/4444	
Lesson Performance and Preparation	40%
Weekly Recording Assignment and Reflection	30%
Studio Performance	10%
Studio Project	10%
End of Semester Jury	10%
<b>TOTAL</b>	<b>100%</b>

### Course Components for Evaluation—**MINORS**

- **Lesson Performance and Preparation (80%)**— To make improvements on the bassoon and as a musician, it is expected that students prepare their assigned exercises, etudes, pieces, etudes, etc. between lessons. Each lesson will be assigned with a grade following the rubric below.

Lesson Grading Rubric	
Grade	
<b>100-90</b>	Well prepared; many improvements made from previous week; great effort during lesson
<b>80-89</b>	Somewhat well prepared with some improvements made from previous week; good effort
<b>70-79</b>	Not very well prepared with very little improvements made from previous week; mediocre effort
<b>60-69</b>	Poorly prepared with no improvement made from previous week; poor effort
<b>0-59</b>	No preparation, no improvements made, no effort; unexcused missed lesson

- **Studio Project (10%)—Audio/Visual Performance Recording**—Guidelines for this will be discussed and posted to canvas in the first few weeks of the semester.
- **End of Semester Jury (10%)**— All minors will be required to play for a woodwind jury committee. **A minimum of two contrasting pieces and three etudes** must be performed on the jury. Students may also be given the option to perform **two etudes and two excerpts**, instead of three etudes.

Evaluation for Minors	
Lesson Performance and Preparation	80%
Studio Project	10%
End of Semester Jury	10%
<b>TOTAL</b>	<b>100%</b>

### Overall Grading Scale\*\*

Grade	Percent Grade	Points
<b>A</b>	93.4-100	4.00
<b>A-</b>	90.0-93.3	3.67
<b>B+</b>	86.7-89.9	3.33
<b>B</b>	83.4-86.6	3.00
<b>B-</b>	80.0-83.3	2.67
<b>C+</b>	76.7-79.9	2.33
<b>C</b>	73.4-76.6	2.00
<b>C-</b>	70.0-73.3	1.67
<b>D+</b>	66.7-69.9	1.33

<b>D</b>	63.4-66.6	1.00
<b>D-</b>	60.0-63.3	0.67
<b>E</b>	0-59.9	0.00

*\*\* The instructor reserves the right **to not** round up a student's grade to the next letter grade.*

\*More information on grades and grading policies can be found here:

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

## Bassoon Studio/Course Policies

- Course components/evaluations/dates/delivery methods are subject to change, especially if the University changes its course of instruction later in the semester. Students will be given as much advance notice as possible if this occurs. Students are asked to be patient and flexible with the instructor this semester. The instructor recognizes the importance of maintaining and extending these attributes to the students as well.
- Cell phones, MP3 players, laptop computers, and other electronic devices are **not to be used for non-bassoon studio related purposes during studio, Woodwind Area Meetings, performances, or lessons** as they disrupt students' attention and are a distraction to all. Any non-studio use of these devices **will result** in a dismissal from the lesson/studio class/performance and an assigned unexcused absence for the day. If a student needs to use an electronic device due to a documented disability, he/she needs to notify the instructor immediately so accommodations can be made.
- **Face-to-face lessons Policy:**
  - As per UF School of Music guidelines, lessons will be **no longer than a half hour in length** and will require **at least 20 minutes between the next lesson** for the air to be filtered by the HVAC system.
  - While in the teaching space, the student is **required to wear a mask** when not playing their instrument and speaking. Failure to do so will result in the immediate end of the lesson and reporting of the student to the Student Affairs COVID-19 Education Office. Failure to do so a second time, after a first incident, will result in the end of face-to-face instruction. *(see UF Policy on Covid-19 below)*
  - During the lesson, the student will need to refrain from emptying any spit from the bocal, reed, and/or bassoon during the lesson.
  - Reed water cups will not be allowed in the teaching space. The student is encouraged to adequately soak their reed before the lesson.
  - Due to the difficulties of sanitizing reeds and reed tools, reed adjustments of the student's reed by the instructor will not take place during any face-to-face session. The student is advised to seek out guidance with reeds, virtually.
  - If a student feels unwell before the lesson, they must not attend the lesson, reach out to the instructor immediately, and work with the instructor to schedule a makeup lesson at another time.
  - If a student arrives at the lesson and says they feel unwell, they will be asked to leave immediately and should contact the Student Health Care Center (online at [shcc.ufl.edu](http://shcc.ufl.edu) or by phone at 352-392-1161) to schedule an appointment.
  - Face-to-face lessons will be cancelled if the University shifts to all online instruction, if the instructor test positive with COVID-19, and/or if the student tests positive with COVID-19. If any of this occurs, accommodations for alternate instruction through a virtual platform will be made as soon as possible. *(see UF Policy on Covid-19 below)*
- **Virtual Lessons Policy:**
  - All virtual lessons will be conducted through the Zoom Platform.
  - Students are encouraged to use their laptops/computer desktops, instead of cell phones, during virtual lessons as well as "hard-wire" their internet using an ethernet cable.
  - Students are encouraged to share their video screens, as it will allow for the best diagnosing and course of correction for any playing faults if the instructor is able to see them while they play. However, if bandwidth issues present themselves or any other difficulties are at hand, the student can switch to audio only.

- Student are encouraged to purchase a USB microphone (example: Blue Snowball USB Microphone, \$49) that can plug into their computer/laptop, as it will dramatically improve the sound quality during the lesson (better quality than most laptop factory mics and cell phone microphones). Besides an external microphone being useful for lessons, it is a helpful asset to have in other settings as well (recordings, performances, etc.).
- If the student would prefer to have accommodations for virtual instruction through another platform (to accommodate any difficulties or issues with in-person meeting through Zoom), they must communicate with the instructor as soon as possible so that suitable, alternative instructional arrangements can be made.
- Students are expected to arrive on time to lessons.
- Students are expected to arrive prepared for lessons. Failure to prepare assigned material could result in a cancellation of the lesson and an assigned unexcused absence. If the student encounters difficulties keeping up with their weekly assignments, it is crucial they communicate with their instructor that a personally manageable assignment load can be crafted.
- Due to COVID-19, reed machines/tools will not be available for studio use this semester. The instructor will not require a reed quota this semester and will share multiple resources to aid students in making/acquiring reeds/cane/tools for personal use. The instructor will be available for virtual reed making help in an office hour once per week outside of the lesson.
- **Communication Policies:**
  - Students are strongly urged to reach out to the instructor on their progress or any issues or questions regarding lessons/studio classes. **Do not wait** until the end of the semester to consult the instructor if you are encountering difficulties! To communicate with your instructor, use your UF email account, canvas, or set up an individual virtual office hour appointment.

The instructor will utilize email and canvas as the main form of communication outside of class. **It is expected that students check their email multiple times a week** to not miss important announcements, postings, etc. Students are expected to respond to their instructor's inquiries, either verbally or through email, in a timely manner. Any emails sent to the instructor from a non-UF account **will not** receive a response.

- Bassoon studio members are required to treat each other with respect and civility and are expected to extend that respect and civility to any bassoon studio guests, SoM Faculty/Staff, and musician peers. They are also expected to be supportive of their peers in lessons, master classes, studios, etc.
- The instructor reserves the right to dismiss any student who is being disruptive, disrespectful, or uncivil in a lesson, studio class, or recital. Any student who is dismissed due to these reasons **will receive an unexcused absence for the day** and a follow up from the Dean of Students Office regarding proper decorum in lessons/studio.
- The instructor will share her cell phone number with the studio to facilitate ease of communication for quick questions, simple scheduling issues/solutions, and/or urgent matters in regard to studio/lessons. However, students **are asked to not call/text between the hours of 10:30pm and 6am**; however, if it is an emergency, the instructor will respond. Additionally, the instructor requests that her number not be shared with other students without permission.
- **Attendance Policy:** It is the expectation that all students attend all lessons, studio classes, student woodwind area meetings (3 this semester), fellow bassoon studio members' recitals, and other double reed events except for those excused in advance due to illness or personal/family emergencies/extenuating circumstances.

- Attendance is mandatory for lessons/studio/Woodwind Area meetings (3 this semester); however, every student will be **permitted two (3)\* absences total to use at their disposal (1 for a WW Area Meeting and up to 2 for lessons and/or studios)** without penalty to their grade. The instructor must be notified in advance for a cancelled lesson or missed studio. After two absences are achieved, **each additional absence will result in a deduction of 5% from the overall grade. Illness or other extenuating circumstances (example: quarantine, religious holidays, etc.) will not count as absences.**
- Extreme medical, family, and/or personal hardships encountered by the student that might result in achieving many absences that negatively affect his/her grade for and performance in this course must be brought to the instructor's attention immediately. It advised that the student review UF's policies on withdrawals to find out what options are available should a situation described above arise:  
<https://catalog.ufl.edu/UGRD/academic-regulations/dropping-courses-withdrawals/#droppingcoursestext>

*\*Absences missed due to religious holiday or practice will not count against the overall allotted absence amount.*

- **Lesson Make-up Policy:**

- **If students suspect they are sick or are sick, they should not attend their lesson (either virtually or in person) and should notify the instructor immediately by email. The instructor will work with the student to reschedule a lesson (or swap lesson with another studio member later in the week) when they are feeling better or cleared to return to classes.**
- Lessons may only be made up if the student has one of the excuses below:
  - Illness or Emergency
  - School-sponsored trips/activities (bring a note from your instructor before the absence and schedule a make-up test before the trip).
  - An absence on a test date discussed with the instructor and excused in advance (make-up lesson must be scheduled before the absence)
  - A Religious holiday/practice
- The instructor will not offer a makeup lesson for an unexcused absence or for the two allotted absences the student utilizes to miss a lesson without excuse.

### UF Policy on Face-to-Face Instruction during COVID-19 Pandemic

- Students 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.](#)

### Practice Clause

It is expected that students maintain a regular practice routine in order to improve on their instrument. Consistent practice is more important than "binge" or last-minute, long hours of practicing. Additionally, long hours practicing

without frequent breaks can result in future injury. The instructor is happy to work with students, should they need guidance, to come up with an appropriate and healthy practice routine.

### Practice Room Protocol for COVID-19

The bassoon studio will be assigned **Room 318** for practice usage. Sign up for practice room time slots will be conducted the first week of the semester. Any students outside of the bassoon studio are prohibited from utilizing the practice room. **If the instructor discovers that other music students have been provided access by any bassoon studio members then the offending student(s) will have their practice room use suspended for the entire semester.**

Room Usage Rules from Trent- "These rules are ironbound and must be followed to the letter. The first violation will result in the student being reported to the Student Affairs COVID-19 Education Office. The second will result in a second report to Student Affairs and immediate loss of all practice room privileges for the remainder of the semester. This is a health and safety situation and there will be no third strike."

1. Users must wait in the hallway until their reservation time begins.
2. Do not enter the practice room until the EXACT minute the class period begins.
3. Single occupancy only! No more than one student in the practice room at a time for any reason.
4. NO. FOOD. OR. DRINK. Not even water. This is no longer an issue of cleanliness or protecting pianos. This is about the health and safety of every person who uses the room. If you need water, you must go out of the practice room. **[THIS MEANS NO REED WATER—YOU MUST SOAK YOUR REED BEFORE ENTERING THE PRACTICE ROOM]**
5. Spit and/or spit rags must be CAREFULLY emptied into the provided foot-operated trash can. These and sterilizing wipes are the ONLY things that should go in the can. Other trash should be deposited in regular trash cans in the hallways.
6. The provided rubbing alcohol and wipes should be used to wipe down surfaces in the practice room upon entering including door knobs, stands, and piano keys. They are NOT to be used on the finished surfaces of the piano, just the keys. Used wipes can then be deposited in the spit can.
7. Practice time is **40 minutes**. Each occupant MUST leave the practice room immediately at the end of the period, so packing up needs to take place BEFORE then to allow for a full **15 minute** refresh period.
8. Lock the door. Each user must securely close the door when they leave to ensure that only those assigned to the room can enter it.
9. Masks must be worn at all times except when alone in the practice room with the door securely shut.

### Reeds Clause

The student must have a playable reed for each lesson. If a student arrives without a playable\* reed, **he or she will lose one letter grade** off the earned lesson grade for the day. Additionally, it is expected that the student rotate their good reeds! The student must have **at least 3 playable reeds** in their stockpile of usable reeds. Legere reeds **should not** be utilized unless approved by the instructor.

[Parameters for a *non-playable* reed: major cracks/chips that affect sound/pitch; inability to hold a stable pitch throughout the entire range; inability to let the player articulate freely; inability for certain notes to sound; inability to play softs and forte dynamics; brittle wires that no longer hold tension; overwhelming mold covering the reed; etc.]



## Materials Clause

It is the student's responsibility to come prepared to the lesson. If a student arrives without the week's assigned etudes, pieces, and/or other miscellaneous exercise/assignments/equipment/materials, he/she will automatically receive a "65 D" for the lesson. If the student foresees any barriers or encounters any issues that would hinder them from meeting this requirement, they are strongly encouraged to contact the instructor for help.

## Ensemble Clause

It is expected that once students are assigned specific parts by the instructor/director(s) in ensembles that they do not alter those assignments without permission from both the instructor and ensemble director. The studio teacher will defer to the conductor if they deem a change is necessary for assignments and will not hold the student accountable for the conductor's reassignment. However, if a student reassigns their part to another bassoon studio member without receiving written permission, they **will lose one letter grade off the entire studio grade.**

## Dress Code Clause

It is expected that bassoon studio members will dress professionally when performing (be it recital, jury, concert, etc.) and representing the bassoon studio in an official capacity. Members should adhere to the dress code standards as outlined by ensemble rules. If students have trouble securing professional items to wear, they can check out The Gator Career Closet (professional clothing lending service for UF students) <https://career.ufl.edu/careercloset/>

## Students Requiring Accommodations

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

## Course Evaluation

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

## University Honesty Policy

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

## Campus Resources

### Health and Wellness

- *U Matter, We Care*: If you or someone you know is in distress, please contact [umatter@ufl.edu](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](#).

### Academic Resources

- *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](#).

### Agreement

By remaining in this class beyond the add/drop deadline, *you acknowledge and accept* the terms of this syllabus.

***Course evaluation, components, and class policies are subject to change at the instructor's discretion. Students will be given due notice through email if any changes are made.***