

# University of Florida Jazz Band Syllabus and Student Handbook (MUN 1710, MUN 3713 and MUN 6715)

FALL 2021

Website: [www.ufjazz.com](http://www.ufjazz.com)

**Instructor:** Scott Wilson

**Class Meets:** Tuesday and Thursday from 1:55pm to 2:45pm in the Orchestra Room (MUB 121). Sectionals and guest artist are usually directly after jazz band so please make sure you leave that hour open and that will make it easier to organize the group schedule and also minimize trips to campus for students. You are required to also attend one hour of sectionals every week starting in the second week of the course.

**Office hours:** Our graduate assistants will list their office hours in the School of Music. Appointments are available on request via Skype, in person, or it can be scheduled directly after jazz band rehearsals. After contacting one of us we will send you a link to schedule an appointment time.

**Scott Wilson Email:** [swilson@arts.ufl.edu](mailto:swilson@arts.ufl.edu)

**Required text:** “Living the Dream, The Morning After Music School.” This is published by Kendall Hunt Publishing and is written by publicist and manager Brian Horner. This very inexpensive book will help teach our students about business management and proven strategies to earn high paying work in the music industry. See Canvas announcements for updated ISBN of the textbook.

## Statement from the Director:

The University of Florida Jazz Band will offer you a positive opportunity for personal and musical growth. This course is designed to teach you current industry skill sets and aptly prepare you to break into the professional music industry. The Gator Jazz Band is a very visible group in the community and therefore expectations for this ensemble are very high and we strive to set national standards. Please remember we expect all students to excel and be responsible for the expectations set forth within the band. That being said, it is my true honor to be part of each of your musical journey and I look forward to helping you in every way possible to further your career. Thank you for gracing our jazz ensembles with your exceptional musical talents and we look forward to hearing your music. Please make sure you are familiar with our online Gator Jazz Band Website: [www.ufjazz.com](http://www.ufjazz.com)

*Scott Wilson*

*Jazz Director for University of Florida Jazz Bands*

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## MISSION STATEMENT

### The Gator Jazz Band seeks to:

- Set national standards for the highest quality performances.
- Set national standards for the highest quality performance in jazz improvisation within the big band.

- Provide performance opportunities that will give students experience with regards to understanding how to successfully prepare for live performances. Performances will enrich our student's professional business skills and commercial performance skills.
  - Help students acquire the commercial music skills necessary to help students easily transfer into professional and commercial freelance job opportunities.
  - Provide skill sets that will improve the financial success of our students throughout their live.
  - Serve as goodwill ambassadors for the University of Florida, recognizing that everything we do and say represents literally hundreds of thousands of Floridians and University of Florida Alumni.
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## **STAY INFORMED!**

Being informed is an intentional act. We expect everyone to take the initiative to stay informed at all times and our success depends on it!

You will receive Gator Jazz Band updates and information through the following methods:

- Twitter updates (you must sign up for the Gator Jazz Band Twitter or you may not enroll in jazz band).
- Canvas emails and announcements
- Announcements in sectionals
- Announcements at the conclusion of rehearsals

\* If you have a class conflict that necessitates leaving rehearsal early, it is YOUR responsibility to seek out any information you may have missed from your section leader.

Please note that there is no excuse for being uninformed. Thanks in advance for doing your part to keep up to date and contribute to the success of the Gator Jazz Band!

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## **ATTENDANCE AND GRADING**

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

### ***Absences/Late Arrival/Early Departures***

- Attendance at rehearsal: to be considered present and participating in rehearsal a student must have their folder, music being rehearsed, pencil, mutes, all doubles, and be actively engaged.
- A tardy is defined as not being in your rehearsal position when rehearsal begins. Members who arrive more than 15 minutes late to a rehearsal or leave early from a rehearsal will be considered absent. Members who arrive late to "3 consecutive rehearsals" may lose the privilege of being in the ensemble.
- There is one sectional a week and it is required. You may not participate in Gator Jazz Band if you are unable to attend sectionals and there are no exceptions. All attendance rules for rehearsals apply to scheduled sectionals.

- An absence from a UF Jazz Band performance will result in the lowering of the student's grade by 2 full letter grades (For example: An A to C).
  - If extenuating circumstances affect your attendance, you should meet with a director within one week of your absence to communicate any necessary information.
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## **Grading Procedure**

- 2 unexcused rehearsal absences/partial attendance = maximum semester grade of B
  - 3 unexcused rehearsal absences/partial attendance = maximum semester grade of C
  - 4 unexcused rehearsal absences/partial attendance = maximum semester grade of D
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## **Alternates/Subs**

- The Gator Jazz Band alternates exists to ensure that there are no holes in rehearsals and performances. Additionally, the alternate system allows for the flexibility needed to facilitate our student's academic schedules and family responsibilities (i.e. funerals/weddings).
  - Alternates will be designated according to music audition scores. If they are unavailable you are welcome to find another person.
  - In most cases, each section will have at least one alternate to serve as a substitute performer for rehearsals and a designated substitute for all performances.
  - When a member is not going to be present, the alternate should begin learning their book and have access to the book. Please keep the book secure at all times and this is vital to our success at our performances.
  - In the event of multiple excused absence, the director's discretion will be used in deciding who continues in that spot.
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## **Equipment**

### **Instrument Issue**

The University of Florida provides instruments to members of the Gator Jazz Band in several sections. Instruments are issued by contract at the beginning of each semester and are checked in at the conclusion of each semester or shared throughout the semester with other students. Students must be officially enrolled in jazz band for an instrument to be issued. Failure to check in an instrument by the designated date will result in a bar being placed on the student's academic record.

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## Code of Conduct

The Gator Jazz Band members are extremely visible in the community and important goodwill ambassadors for the University. Membership in the Gator Jazz Band is a privilege and must not be abused. The following guidelines are designed to establish a code of conduct for all members of the Gator Jazz Band. Violation of this code may result in the loss of privilege of membership in the Gator Jazz Band. It is neither the intent nor the purpose of this code to list every possible rule infringement. It is assumed that members of the Gator Jazz Band are responsible adults, and will be treated as such.

1. University Rules of Conduct are in effect at all times during rehearsal, performance and travel by the Gator Jazz Band. The University Student Conduct Code can be found at [www.dso.ufl.edu/studentguide/studentconductcode.php](http://www.dso.ufl.edu/studentguide/studentconductcode.php).
2. Consumption of alcohol and/or drug use is expressly prohibited during all Gator Jazz Band rehearsals, travel and performance. Evidence of drug or alcohol use on the bandstand or in rehearsals may result in automatic suspension from jazz band activities, possible dismissal from the band, and a failing grade. Any evidence of drug or alcohol use when on campus and at performances may result in automatic referral to the Dean of Students.
3. Students must use the rest rooms prior to rehearsal. Rehearsal is only one hour and we expect all students have the professional skills to take care of personal business before they enter the class room. In emergencies you may leave rehearsal however you must let the instructor know so he is informed of why you are leaving.
4. Remember that we represent the University at all times. Negative comments are not representative of the behavior that is expected from Gator Jazz Band members.
5. It is your responsibility to represent the Gator Jazz Band and the University of Florida with the highest possible individual standards. This includes a refrain from posting any electronic postings or comments that could be deemed offensive to any other member of the Gator Jazz Band, staff, directors, or University of Florida administrators.

NOTE: Individuals who violate the Code of Conduct may be removed from performances or dismissed from the jazz band.

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## Section Leaders

Our student section leader team is vital to the success of our organization. In addition to leading the sections and organizing a wide array of communications and logistical issues, our student leaders should work hard to ensure that their respective sections have an enjoyable and rewarding experience in the Gator Jazz Band.

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# Performance Dates on Jazz Band Website

Performance Dates are listed on the Gator Jazz Band Website. Click the Important dates links in the website header. [www.ufjazz.com](http://www.ufjazz.com)

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## Make-ups for Exams or Other Work

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

## 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 encouraged 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.
- 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/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.)

### **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/>.