

**Recital Attendance Syllabus – MUS 1010, Spring 2024**  
University of Florida School of Music

**Instructor**

Dr. Lauren Hodges, Associate Professor of Viola

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**\*Please use Canvas messages for all communication related to this course.**

Office Hour: MUB 304 on TR 1:55-2:45pm or by appointment

All music majors in the School of Music are expected to be acquainted with as many styles of music as possible by the time they graduate, as well as current research in music theory, musicology, and music education.

In addition, it is expected that students will support performances given by University of Florida faculty, ensembles, and students, as well as guest artists. Therefore, as part of all music curricula the following recital attendance policy is established:

1. *Recital* is defined as any "all-school" student recital, faculty recital, or any official, scheduled School of Music concert, public lecture, or performance held on the University of Florida campus, including the Visiting Artist Series. For the most up-to-date listing of events please see the School of Music calendar.
  - a. The School of Music Events Calendar has been moved to a (hopefully) more accessible location. Please use these directions to add it to your Outlook calendar menu for the most up-to-date listing of events:
    - In GatorCloud Outlook (outlook.com/ufl.edu), go to Calendars
    - Select "Add calendar" from the left side menu
    - Select "Add from directory" from the menu
    - Type "CFA-SVC-MUB-CALS" in the "Enter name or email address" line
    - Choose "My Calendars" or "Other Calendars" from the dropdown menu then click "Add."
    - Select in the calendar menu in which you wish to save it.

**You will see multiple colors of events on this calendar. The events in orange are confirmed and will count for recital attendance credit.**

Please check this calendar before you go to attend an event.

2. One course number, which may be repeated for an indefinite number of semesters, will be used to verify completion of each semester of Recital Attendance (MUS 1010).
3. In order to graduate, all undergraduate music majors must enroll in and receive

a satisfactory "S" grade for a total of six semesters during the undergraduate degree program. A student must attend 13 approved recitals/concerts/lectures per semester in order to receive a grade of "S" for the semester. Ten of the thirteen events must be from the approved list, and three may be from an outside event of similar quality to those on the list. The concerts chosen need to be those in which the student is free to be part of the audience. Students should plan to attend the entire concert. There is no provision for partial attendance.

*NOTE: Students who perform in a recital/concert will not be granted credit for that recital/concert to fulfill a requirement for MUS 1010.*

To receive credit for an outside event, please submit a selfie holding the program and/or ticket at the venue. Write your name legibly on the program, and submit your photo as a file submission in Canvas in the assignment marked "Outside Recital." Please write the title of the event in comments.

4. Attendance requirements for transfer students who were music majors at the institution from which the transfer is being made:

Freshman transfers (less than 29 semester hours completed)

6 semesters required

Sophomore transfers (30 - 59 semester hours completed)

4 semesters required

Junior transfers (60 - 89 semester hours completed)

2 semesters required

Senior transfers (90+ semester hours completed)

1 semester required

### **Procedures for Recital Attendance Verification**

Prior to the beginning of the performance (either the tuning pitch or the performer walks out on stage), you will need to get a recital attendance slip from the graduate student assigned to monitor the recital. The slip contains two pages; the top page is white and will be collected by the monitor at the end of the concert. The bottom yellow page is a carbon copy and will serve as the "receipt" for you to retain for your personal files should there be a discrepancy. *If there is a dispute on attendance of events, you must have the yellow carbon copy in order to receive credit.* You will need to fill out the form before the event begins and return it to the graduate student following the conclusion of the event.

**NOTE: No Attendance Forms or programs will be accepted at the front office if a monitor was present at the recital. The student must arrive in time to receive an attendance form and may not leave until the conclusion of the program. Failure to comply will result in no credit being given. It is your responsibility to return the form to the monitor immediately after the performance ends.**

It is strongly recommended that you retain all of the yellow "receipt" slips until grades

are submitted at the end of the semester.

### **1. Backup plan**

In case that GA monitor does not show up, send Dr. Hodges a Canvas message about it and take a selfie with the program or QR code sign before and after the recital you are attending. Upload your two photo files in Canvas in Assignments under “Backup Plan” and indicate the title and date of the performance in the comments.

### **2. MUE Extra School Observations**

MUE students may elect to replace 5 recitals with **extra** school observations. (You cannot use time that is required for one of your courses.) If this applies to you, upload your form with signatures documenting your extra observation hours in Canvas under “MUE extra school observations.”

### **3. Extra Recitals Required to Pass**

If Mutlu or Brian require you to do double recital attendance to make up for a previous semester when you failed the course, we will record the extra points here and keep a running list of events in Comments. You will know if this situation applies to you.

#### **Reminders:**

- 1) You must attend 13 recitals to receive a Satisfactory grade and earn course credit
- 2) You are permitted to attend up to three events that do not involve the School of Music. To receive credit, you must upload photo files into the “Outside Recitals” Assignment in Canvas within one week of the event. Your photos should be selfies taken before and after the concert at the venue holding the program and/or ticket with your name written LEGIBLY.
- 3) Students may not receive recital credit for a concert in which they are performing; if you come up in concert attire, you will not receive recital attendance credit.
- 4) If there is no GA recital monitor, please use “back up plan” to submit your selfies at the venue with your name written legibly on the program.
- 6) You must arrive early and stay for the full duration of the event to receive credit. The GA monitors will not give out slips after the posted start time of the event, and it is your responsibility to find him/her afterwards to turn in your slip at the conclusion of the performance. You will not receive credit if you do not follow this procedure.
- 9) All recital programs and/or tickets for outside performances must be submitted within Canvas within 7 days of the recital. Any programs turned in after that length of time will not be accepted.
- 10) All corrections and disputes for recitals listed on canvas must be communicated to Dr. Hodges by midnight on the last day of classes for the semester). Any requests received after that time will not be honored.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies.

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

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.

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

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/>.

### **Student 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. Please email your accommodation letter to Dr. Hodges by the Drop/Add deadline so that modifications can be made as needed. Accommodations are not provided retroactively.

### **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 specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code](#). 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](#).

*GatorWell Health Promotion Services:* For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

### **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](#).