



BFA DAA2710: SOMATICS 1 FALL 2024 / 2 CREDIT **COURSE**

***SYLLABUS NOTE/DISCLAIMER:** This syllabus represents current plans and objectives. Through the semester, the constitution of the class cohort, unforeseen events, and schedule changes may dictate shifts. **Such changes, communicated clearly, are not unusual and should be expected. Any amendment to the syllabus will be sent to you, updated on Canvas, and be clearly stated and available.**

Day: M/W

Time: 08:30am-10:00am

Location: Constans, Room G-11

INSTRUCTOR OF RECORD:

Adjunct Lecturer: *Daina Block*

Office Hours: Monday 12:30-1pm or by appointment.

Email: me.block@ufl.edu

* Email Policy: Use ONLY your **UFL.EDU** email account for e-mail correspondence related to class. Please indicate your name and class in the subject line or within the body of all correspondence.

Syllabi are posted here: <http://arts.ufl.edu/syllabi/>

Lab Fees <http://aa.ufl.edu/policies/material-and-supply-fees/>

Canvas (e-learning): <http://elearning.ufl.edu>

Canvas: This course is set up on Canvas (e-learning). You will find additional information about assignments on Canvas. All students must have access to Canvas on a regular basis to successfully complete the course. Assignments will be due via Canvas submission, or otherwise informed by course instructor. Class announcements, course schedule and timeline will also be posted on Canvas. For help with Canvas, contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

COURSE DESCRIPTION:

SOMATICS 1 DAA 2710 COURSE DESCRIPTION:

Rotating topics feature disciplines that support bodily awareness.

Prerequisite: Dance majors or minors.

This course will offer learners an introduction to principals and methods from techniques that bring attention to the soma as a synergistic whole for the learner to integrate into one's dance practice. Classes will situate and explore the bodymind as a site for cultivating kinesthetic awareness, internal body mind attention, and curiosity to explore movement as shaped by conscious experience. We will move in an improvised manner to gain understanding through sensorial recognitions.

Body Touch/Manipulation:

Touch is used to pass on information that would be difficult to verbalize. It is also necessary in order to ascertain the *tone* and *direction* of the various parts of the body. If touch is uncomfortable for you or you have suffered trauma or abuse, parts of this course may be difficult for you. Please contact me either by e-mail or personal appointment to discuss adaptations and alternatives to hands on work. Students who are extremely uncomfortable with this approach should feel free to drop the class if alternatives can not be successful. (*Statement sourced from Associate Professor Elizabeth Johnson*).

This course of study is influenced by:

- Fields of performance, world contexts, and artists who have directly or indirectly informed my understandings of a bodyminded language.
- Influential authors :Andrea Olsen, Sondra Fraleigh, Phoebe Robinson, Sandra Parker
- Somatic practices and resources such as BMC and Alexander Technique, that speak of the lived body as a conscious contributor to my practice.

THINGS TO KNOW:

*Fridays are area-wide master classes with faculty and guest artists. Though they are not required for this class, I highly encourage you to take advantage of these opportunities when you can. They will mostly take place in Studios G6.

COURSE OBJECTIVES/LEARNING OUTCOMES:

- Understand and apply ideokinesis as an approach to exploring muscle, bones, organs, and imagined movement processes.
- Gain a basic understanding of principals from the Alexander Technique
- Develop an explorative practice through movement tasks, explorations, and active observation with a conscious and self-reflective mind set.
- Develop a responsibility to listen and dialogue with self and others and contribute to group discussions.
- Synthesize readings, writings, and practice to evolve bodily and conceptual understandings.
- Explore or respond to experiences with a beginners bodymind.
- Integrate somatic approaches to dance practice.

TEACHING STRATEGIES:

To facilitate the learners understanding I will:

- Use visual and tactile sensorial learning aids to iterate class themes.
- Facilitate time and space for the learner's bodymind to integrate experiences through improvisational or structured dance movement and practice.
- Encourage a sustainable and compassionate class community where students can take risks and make mistakes free from unneeded stress, judgment, or harsh criticism. (*Statement sourced from Associate Professor Elizabeth Johnson*).
- Make changes to course that honor access, equity, student experience, and student input. (*Statement sourced from Associate Professor Elizabeth Johnson*).

REQUIRED/RECOMMEND READING:

Other required articles, handouts, or videos are TBD and will be provided on course Canvas site.

VALUES:

I value an individual's abilities and contributions to that which the learning environment further offers and encourages discussions and interactions, further develops decision making confidence, and further presents a supportive platform for constructive thinking and critique. It is through iterative processes and modes that I aim to guide through the lens of discovery, thoughtfulness, and critical thinking to actively engage with subject matter.

DAN2710 COURSE POLICIES:

Dress Policy:

- Attire which is suitable for movement
- Hair needs to be out of the dancer's face
- No hats (unless specific to a choreographic study)
- No large jewelry, necklaces, earrings, & watches
- No chewing gum

Studio Polices:

- No eating or drinking in the studio, besides water
- Please bring a water bottle to every class
- Personal belongings should be pushed to the sides and out of the usable dancing space
- **Silence your cell phones and notifications completely before class begins, and refrain from using them during class time. If there is a reason you need to check your phone during class time, please communicate that with me.**

CONTENT WARNING:

In this course, we may cover content and materials that some might find difficult. It is important that in an artistic discipline course we do not shy away from engaging with materials that may be controversial or challenging. I encourage you to reach out to me if you are struggling with the course materials. In class, if you need to step away for a period of time as we are covering particular content, you may do so without penalty, but I ask that you remember that you are responsible for any information covered in your absence.

OVERVIEW: COURSE CALENDAR, ASSIGNMENTS, AND GRADING.

MODULE	OVERVIEW	DATES	ASSIGNMENTS	GRADING
Module 1:				
Week 1	Review Canvas.	FALL SEMESTER BEGINS 8/22/24		
Week 2	Introduction to Somatics	MON/WED - AUG 26 th , 28 th		
Week 3	Integrating concepts Bones, Imagination, Visualization. Integrate into modes of expression	(NO CLASS MON 2 ND) WED - SEPT 4 th		
Week 4	Integrating concepts Bones, Imagination, Visualization. Integrate into modes of expression	MON/WED – SEPT 9 th , 11 th	DUE SEPT 15TH: JOURNALS	10 points
Week 5	Integrating concepts, Muscles, Imagination, Visualization. Integrate into modes of expression	MON/WED – SEPT 16 th , 18 th		
Week 6	Integrating concepts muscles, organs Imagination, Visualization. Integrate into modes of expression	MON/WED – SEPT, 23 rd , 25 th	DUE SEPT 29TH: JOURNALS	10 points
Module 2:				
Week 7	Introduction to the Alexander Technique: Principles, Readings Practice. Integrate into modes of expression.	MON/WED – SEPT 30 th , OCT 2 nd .		
*Week 8/9	MID TERM	WED/MON OCT 9 th , 14 th		
Week 8/9	Alexander Technique: Principles, Readings Practice. Integrate into modes of expression.	MON/WED - OCT 7 th , 16 th .		
Week 10	Alexander technique: Principles, Readings Practice. Integrate into modes of expression.	MON/WED – OCT 21 ST , 23 RD	DUE OCT 27TH: JOURNALS	10 points

Week 11	Alexander technique: Principles, Readings Practice. Integrate into modes of expression.	MON/WED OCT 28 th , 30 th		
Week 12	Alexander technique: Principles, Readings Practice. Integrate into modes of expression.	MON/WED NOV 4 th , 6 th		
Week 13	Alexander technique: Principles, Readings Practice. Integrate into modes of expression.	(NO CLASS MON 11 th) WED NOV 13 th	DUE NOV 17th: JOURNALS	10 points
FINALS				
Week 14	Somatic modes of expression Final written	MON/WED NOV 18 th , 20 th IN CLASS PROGRESS NOVEMBER 18 th , 20 th	DUE NOV 24th 500w paper	30 points
Week 15	NO CLASS	NO CLASS MON/WED 25 th , 27 th ,	NO CLASS	
Week 16	Final Practical	MON/WED 2 nd , 4 th IN CLASS PROGRESS NOVEMBER 18 th , 20 th	Somatic Ritual w/written component. In class presentation DUE DEC 2nd/ 4th	30 points
TOTAL				100 points

GRADE SCALE:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/#gradestext>

A /100-93

A- /92-90

B+ /89-88

B /87-84

B- /83-80

C+ /79-77

C /76-74

C- /73-70

D+ /69-67

D /66-64

D-/63-60

E, I, NG, S-U, WF /59-0

**Your overall score may be affected by your attendance record.

A note about deadlines: If you encounter a delay in completing your work, please communicate this with me. Email me BEFORE a deadline to communicate an assignment's delay and you will be granted a 48-hour extension. Further extensions will be decided on a case-by-case basis. Late submissions will be penalized ½ (half) a point. Work submitted on day 8 after the deadline will not be accepted/no points awarded. No make-up alternatives.

IMPORTANT DATES TO KNOW/FALL 2024 DANCE CALENDAR:

August

22 – Fall Classes begin
22 – 6:30-8:00pm in G-6: Welcome Meeting
23 – 6:00- 10:00pm in G-6: Auditions: Agbedidi & Varone restaging
28 – Last day to Drop/Add
28 – 6-10pm in G6: BFA Choreographers Showcase Auditions
TBD – 4:00-5:00pm SoTD Convocation (location TBD)

September

2 – NO CLASS – Labor Day Holiday
27 -- Dance Alive! *Swan Lake* @ 7:30pm at UFPA

October

2-4 – Douglas Anderson Showcase
13 -- Circa's *Humans* @ 7:30pm at UFPA
17-19 -- Actors from the London Stage's *Twelfth Night* @ 7:30pm at UFPA
18 – NO CLASS Homecoming
21 TBD- 6:30-9:30 unshowing (BFA Seniors)
25 -- Dance Alive! *Dracula and Vampyra* @ 7:30pm at UFPA
28-30 – Doug Varone and Dancers Residency at UF. Specific classes TBD.
30 -- Sergio Bernal Dance Company @ 7:30pm at UFPA

November

1-3 – Young Dancers Workshop
1 – 7:30p - Doug Varone and Dancers at YDW Welcome Concert, Santa Fe College Fine Arts Hall
2 – Young Dancer Workshop classes @ UF 9a-4p & 7:30p Showcase concert at Santa Fe College FAH
3 - Young Dancer Workshop classes @ UF 9a-2p
4 -- *Dear Evan Hansen* @ 7:30pm at UFPA
8 – BFA Dance Auditions (early decision)
11 – NO CLASS Veterans Day
12-14 – AGBEDIDI Spacing, Black Box
15 – 6:00-9:30pm – AGBEDIDI Crew orientation, Crew Watch, Black Box
17 & 18 - AGBEDIDI Techs #1 and #2 and Production Meeting, Black Box
19 & 20 - AGBEDIDI Dress Rehearsals #1 and #2 and Production Meeting, Black Box
21-24 - AGBEDIDI Concert, Black Box
22 – CRAs (1st Years and 1st Semester Transfers, BA and BFA) - 9:35-12:40, also 3-5 pm, possibly times in between
25 – 29 – NO CLASS Thanksgiving Break

December

4 – CLASSES END
4 – Final UnShowing & BA Senior Project Symposium 6:30-8:30pm, G-6
5-6 – Reading Days
7-13 – FINAL EXAMS
9- CRA – TBD Graduating Senior (Tentative)

SOTD COURSE POLICIES:

DANCE TECHNIQUE CLASS ATTENDANCE GUIDE:

- Mindful participation in each class meeting is the only way to meet the objectives of this course.
- Attendance is considered mandatory.
- In the case of extended health issues, refer to the Injury and Illness Policy in the current SoTD Handbook: https://arts.ufl.edu/site/assets/files/90100/sotd_student_handbook_ay_2022-23.pdf

DANCE AREA ATTENDANCE POLICY:

For classes that meet **two times a week:**

- Students can take **2** absences with **no documentation** with **no penalty**.
- If the third absence is unexcused, it will result in 5% deduction from the **final grade**.
- Excused or unexcused, on the third absence. A meeting is required with the instructor and/or area faculty to assess the student's continued participation in the course.
- If the fourth absence and all subsequent absences are unexcused, each will result in an additional 5% deduction from the final grade.
- Requirements/opportunities to make up missed material is up to the instructor's discretion.
- Due to the participatory nature of the course that includes in-class collaboration along with partner and ensemble work, 4 unexcused absences may result in automatic failure of the course.

For classes that meet **three times a week:**

- Students can take 3 absences with no penalty; no documentation is required for the first 3 absences as they are automatically excused.
- If the third absence is unexcused, it will result in 5% deduction from the participation portion of your final grade.
- Excused or unexcused, on the third absence, a meeting is required with the instructor and/or area faculty to assess the student's continued participation in the course.
- If the fourth absence and all subsequent absences are unexcused, each will result in an additional 5% deduction from the final grade.
- Requirements/opportunities to make up missed material for unexcused absences is up to the instructor's discretion.

Any absence from class for the following reasons must be supported by official acceptable documentation to avoid a grade penalty:

- Illness—doctor's note must be on official letterhead with address and phone number, noting the date and time of visit and diagnosis verifying that an absence from class is warranted, doctor name and signature.
- Serious family emergencies.
- Special curricular requirements (e.g., judging trips, field trips, professional conferences)
- Military obligation.
- Severe weather conditions.
- Participation in official university activities such as music performances, athletic competition, or debate.
- Court-imposed legal obligations (e.g., jury duty or subpoena).

***To help organize accommodations, students should inform the instructor by the end of the second week of classes of religious observances of their faith that will conflict with class attendance this semester.**

****Barring the above circumstances, students are expected to be in attendance daily and to be on time. Excessive lateness or leaving early will add up to an absence and could affect your grade.**

*****Event Attendance: You are required to attend UF Dance production Agbedidi, and all area "UnShowings."**

CLASS MAKE-UP POLICY:

- You are responsible for all material covered during any absence.
- **There are no makeup options for absences for which you have not communicated with the professor.**
- Absences from Written Exams, Quizzes, Mid-Terms, and/or Finals may only be made up with approved documentation.
- To earn credit (**amount of credit determined by the instructor**) for an excused absence you must do two things:
 - o Immediately after your return to class, turn in approved/legal documentation to instructor. If you need the original documentation, the instructor will accept copies.
 - o Make-up the class with an approved assignment submitted on the required date. If the assignment is to attend another class as a make-up, it must be the same technical level, or lower; student must request permission of that instructor.
 - o Two make-ups will be allowed if needed. In the UF Dance Program, three unexcused absences will reduce your grade one-letter grade (i.e., from B to C). Each subsequent unexcused absence lowers your grade by half letter grade (i.e., from C to C-). Five unexcused absences may result in automatic failure of the course. A student with medical documentation may apply to UF for Medical Withdrawal.

STUDENT INJURY AND ILLNESS POLICY:

The Dance Area of SoTD believes that dance student's physical and mental well-being is paramount to success in all arenas of their dance training, from class to the stage. In the case of injury, fostering a productive and holistic response insures a speedy and effective recovery.

FIRST: Please contact the Dance Wellness Clinic through the Canvas site. The protocol for accessing appointments is here: https://ufl.instructure.com/courses/414412/discussion_topics/2671475

If the dance student becomes ill or injured to the degree that they cannot attend and participate in dance classes, SoTD sponsored rehearsals, or performances, the 5 steps of the dance student injury and illness policy are to be followed:

1. The student is required to see a health care professional immediately.
2. If the illness or injury prevents the student from participation in dance class, rehearsal, or performance, the student is to request documentation from the health care professional that explicitly projects the duration of the injury, and/or the amount and type of activity recommended for the welfare of the student.
3. Following the appointment with the health care professional, the student is required to bring medical recommendations and related documentation to the attention of his or her instructor(s), choreographer(s), or director(s) as the basis for discussion.
4. Unless otherwise medically advised, the student is prohibited from active participation in all related UF dance activities, classes, events, performances, etc. The student may not personally select one activity as having a higher priority over another. The student is not to dance in any events, activities, performances, or rehearsals if the student is not in dance

class. If the infirmity culminates in a medical withdrawal, this is also a withdrawal from all performance related activities.

5. The student is never allowed to sacrifice classroom participation for the demands of a performance. The student will not be allowed to participate in a performance if they miss dance class due to an injury. The student is expected to follow the student injury and illness policy even if performances take place beyond the scope of SoTD, as with another UF, professional, or community performing group, etc.

CLASS OBSERVATION POLICY:

There might be a situation where you're not feeling well or injured but are well enough to come to class to observe. In general, ONE observation day is allowed. In case of unforeseen circumstances, observation days will be discussed on a case-by-case basis. If a student is observing the student is required to take notes and reflect on how observing is supporting your physical learning in class. Notes are to be turned in at the end of the class period.

UF POLICIES AND RESOURCES:

CURRENT UF GRADING POLICY:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

UF ABSENCE POLICY:

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

Source: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

- Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first-class meeting.
- In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved.
- You cannot participate in classes unless you are registered officially or approved to audit with evidence of having paid audit fees. The Office of the University Registrar provides official class rolls to Instructors.
- If you do not participate in at least one of the first two class meetings of a course or laboratory in which you are registered, and you have not contacted the department to indicate your intent, you can be dropped from the course. You must not assume that you will be dropped, however.
- The university recognizes the right of the individual professor to make attendance mandatory. After due warning, professors can prohibit further attendance and subsequently assign a failing grade for excessive absences.

STUDENT ON-LINE EVALUATION PROCESS:

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 <https://ufl.bluera.com/ufl/>.

Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352- 392-8565, <https://disability.ufl.edu/>) 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.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT:

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://sccr.dso.ufl.edu/process/student-conduct-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.

ETIQUETTE/COMMUNICATION COURTESY:

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

GETTING HELP: If applicable: For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at: (352) 392-HELP (352-392-4357) - select option 2, <http://helpdesk.ufl.edu/>

NOTE ON IN-CLASS RECORDING:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to

another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student

UF CAMPUS RESOURCES:

- Health and Wellness U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit <https://umatter.ufl.edu/> to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit <https://counseling.ufl.edu/> 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 <https://shcc.ufl.edu/>
- Dean of Students: <http://dso.ufl.edu/>
- University Police Department: Visit <https://police.ufl.edu/> 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; <http://ufhealth.org/emergency-room-trauma-center>

GENDER EQUALITY STATEMENT

Gender-based discrimination and violence are antithetical to the university's mission and values, violate university policies, and may also violate federal and state law. The Office for Accessibility and Gender Equity is here for anyone who has been affected by gender-based discrimination or violence. If you or someone you know has experienced gender-based discrimination or violence, please contact the Office for Accessibility and Gender Equity to get support and information about your rights and Gender Equity to get support and information about your rights and reporting options. You can learn more about university protection, supportive resources, response processes, and prevention efforts by visiting www.titleix.ufl.edu. The University Title IX Coordinator is located in the Office for Accessibility and Gender Equity and is responsible for providing support to anyone affected by gender-based discrimination or violence affecting our community, please contact Russell Froman, Assistance Vice President for Accessibility and Gender-Equity and ADA and Title IX Coordinator at (352)273-1094, or by email at rfroman@ufl.edu. You can also submit a report using the online portal references below.

- uSafeUS AppuSafeUS®, a free campus safety app for all students, parents, faculty/staff, and visitors of the University of Florida community, in your syllabus materials this semester. uSafeUS® Campus Safety App: This free and confidential app offers easy-to-use tools to help you and your friends make a smooth exit from uncomfortable situations, get home safely, and find support in the aftermath of sexual assault, relationship violence, or stalking. Search "uSafeUS" in the [App Store](#) or [Google Play](#) to download for free.

UF ACADEMIC RESOURCES:

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu
- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services <https://career.ufl.edu/>
- Library Support: <https://cms.uflib.ufl.edu/> ask 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. <https://teachingcenter.ufl.edu/>
- Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. <https://writing.ufl.edu/writing-studio/>
- Student Complaints On-Campus: <https://sccr.dso.ufl.edu/>
- On-Line Students Complaints: <https://distance.ufl.edu/student-complaint-process/>

*****If you have ANY questions about the syllabus don't hesitate to ask me at any time during the semester. I will do my best to answer your questions or direct you to the department/person who can best assist you.**