



DAN 3134 -- Dance History (Online) Fall, 2016

NOTE:

*This syllabus is subject to change at the discretion of the Professor.
A new syllabus will be issued by the Professor should major changes occur.*

Earl D. Weaver Associate Professor	Office: T231 E-mail: Earl.Weaver@ucf.edu Phone: (407) 823-5158	<u>Office Hours:</u> MWF 12:00-1:00 p.m. TR 10:00-11:00 a.m.
--	--	---

UCF Catalog Course Description

The roots, trends, and styles of dance from pre-history through the early 20th century.

Learning Outcomes

In this course, the student will:

- Study the history of various dance forms, including early dance, world dance, social dance, ballet, modern, jazz, and tap.
- Explore dance's historical, cultural, and sociological place in countries around the world.
- Participate in evaluative discussion and analysis of various dance forms.
- Develop an awareness of and appreciation for their own cultural heritage and history.
- Develop a personal aesthetic related to different dance forms.

Methodology/Assessment

Student learning outcomes will be assessed with:

- Group online discussions
- Written analysis papers
- Textbook chapter quizzes
- Module exams in different areas of dance history

Required Text/Materials for This Course

- *History of Dance: An Interactive Arts Approach* by Gayle Kassing

Recommended Texts for This Course

The following is a list of textbook resources that are wonderful materials to peruse or add to your personal library:

Early Dance History

- *Dance as a Theatre Art* by Selma Jeanne Cohen
- *World History of Dance* by Curt Sachs

History of Ballet

- *Apollo's Angels* by Jennifer Homans
- *On Wings of Joy* by Trudy Garfunkel

History of Modern Dance

- *The Complete Guide to Modern Dance* by Don McDonagh

History of Jazz Dance

- *Jazz Dance: The Story Of American Vernacular Dance* by Marshall Stearns and Jean Stearns
- *Hot Jazz and Jazz Dance: Roger Pryor Dodge: Collected Writings, 1929-1964* by Roger Pryor Dodge

History of Tap Dance

- *Tap Dancing America* by Constance Valis Hill

Extra Credit

No extra credit is offered in this class. Period. Don't ask for special treatment!!

Grading Policy

It is the assumption of the Professor that each student in this course begins with a clean slate upon which they build and earn points towards their final grade. Grades are not “given” – they are “earned.” Therefore, equal weight will be placed on all assignments for this course.

Grading questions should be discussed with the Professor by **private appointment only**.

The grading scale for this course will be based on the following system:

Letter Grade	Percentage
A	97%
A-	95%
B+	90%
B	85%
B-	80%
C+	75%
C	70%
C-	65%
D+	60%
D	55%
D-	50%
F	49% and below

Incomplete Grades

The University of Central Florida catalog lists the following information regarding “incomplete grades”:

*A grade of “I” (Incomplete) may be assigned by the Professor when a student is unable to complete a course due to extenuating circumstances, and when all requirements can be completed in a short time following the end of the term. The student is responsible to arrange with the Professor for the completion of the requirements of the course. Effective with incomplete grades assigned in the Fall semester 1997 and thereafter, a student **CANNOT** graduate from the University with an “I” on the transcript. The incomplete must be changed within one year of the last day of the semester attempted or prior to graduation from the University, whichever comes first. Unresolved incomplete grades automatically will be changed to “F” by the Registrar’s Office. Unresolved “I” grades in courses graded with “S” or “U” will be converted to “U.”*

“The Golden Rule”

Violations of student academic behavior standards are outlined in the Golden Rule, the University of Central Florida’s Student Handbook (<http://www.ucf.edu/goldenrule/>). As a UCF student, you are held responsible for knowing what is listed in “The Golden Rule” handbook.

UCF Creed

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

Integrity

I will practice and defend academic and personal honesty.

Scholarship

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

Community

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

Creativity

I will use my talents to enrich the human experience.

Excellence

I will strive toward the highest standards of performance in any endeavor I undertake.

Rules which I follow for this class include:

- As reflected in the UCF creed, integrity and scholarship are core values that should guide our conduct and decisions as members of the UCF community. Plagiarism and cheating contradict these values, and so are very serious academic offenses. Penalties can include a failing grade in an assignment or in the course, or suspension or expulsion from the university. Students are expected to familiarize themselves with and follow the University’s Rules of Conduct (see <http://www.osc.sdes.ucf.edu/>).
- Plagiarism and Cheating of any kind on an examination, quiz, or assignment will result at least in an "F" for that assignment (and may lead to an "F" for the entire course) and will be subject to appropriate referral to the Office of Student Conduct for further action. I will assume you will adhere to the academic creed of this University and will maintain the highest standards of academic integrity. In other words, don't cheat by giving answers to others or taking them from anyone else. I also will adhere to the highest standards of

academic integrity, so please do not ask me to change (or expect me to change) your grade illegitimately or to bend or break rules for one person that will not apply to everyone.

- Please be aware I utilize Internet resources to research any paper suspected of being “lifted” or purchased for use in this class. It is easier than you think to discover whether your paper is original or not!! Don’t jeopardize your chances of achieving a good grade in this course simply because you didn’t prepare for any written assignment. In this course I may utilize Turnitin.com, an automated system which Professors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you may be expected to submit assignments in both hard copy and electronic format. After the assignment is processed, I receive a report from Turnitin.com that states if and how another author’s work was used in the assignment. For a more detailed look at this process, visit <http://www.turnitin.com>.

Disclaimers

1. The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the Professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the Professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the Professor. The instructional media and materials for this class are accessible to students with disabilities. Students who are having difficulty accessing them should contact the faculty member.
2. You will be expected to have daily access to the internet and e-mail, since I will be e-mailing you constantly about assignment updates, additions and changes.

YOU MUST USE KNIGHTS E-MAIL FOR ALL CORRESPONDENCE RELATED TO THIS CLASS!! I will not communicate with you via e-mail addresses outside the University system or through any social network website (i.e., Facebook, Twitter, etc.). If you do not have a Knights E-mail account, you need to activate one immediately.

If you do not own a computer, there are computers accessible to you in all UCF computer labs, and most computer labs have computers connected to the internet. For further information on computer labs, please see the following website:

http://registrar.sdes.ucf.edu/webguide/index_quickfind.aspx.

Course Requirements this Semester

➤ All faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the “Syllabus Quiz” by the end of the first week of classes, or as soon as possible after adding the course, but **no later than August 26**. Failure to do so may result in a delay in the disbursement of your financial aid.

- Four graded online discussions
- Two reflective analysis papers
- Chapter Quizzes from Textbook Readings
- Exams from Lecture Note Readings
 - ❖ Early History of Dance
 - ❖ French Ballet
 - ❖ Italian Ballet
 - ❖ Russian Ballet
 - ❖ Danish Ballet
 - ❖ English Ballet
 - ❖ American Ballet
 - ❖ Modern Dance Forerunners
 - ❖ Modern Dance Founders
 - ❖ After the Modern Dance Founders
 - ❖ Freedom and New Formalism in Modern Dance
 - ❖ Early History of Jazz
 - ❖ Jazz Master Teachers
 - ❖ Jazz Tap History
 - ❖ Earliest Roots of Tap
 - ❖ Famous Tap Dancers
 - ❖ World Dance Styles

Module Due Dates:

These dates represent **FINAL DUE** dates for all module readings, discussions, required reflective papers, and assessment exams.

Module 1	Saturday, August 27 at 11:59 p.m.
Module 2	Saturday, September 10 at 11:59 p.m.
Module 3	Saturday, September 24 at 11:59 p.m.
Module 4	Saturday, October 8 at 11:59 p.m.
Module 5	Saturday, October 22 at 11:59 p.m.
Module 6	Saturday, November 5 at 11:59 p.m.
Module 7	Saturday, November 19 at 11:59 p.m.
Module 8	Friday, December 9 at 11:59 p.m.

The following is provided for your information. These services are available to all UCF students, and students are strongly encouraged to use these services should they be in need.

Student Care Services Information

Student Care Services (SCS) offers guidance, resources, and referrals to UCF students who are experiencing a distressing situation which significantly impacts academic or personal success. The SCS team coordinates referrals to campus and community resources, develops action plans for student success, oversees the Student of Concern process, and provides education and outreach to university and community members. Our goal is to intervene before a student reaches crisis level and ensure the safety of both the student and the UCF community. SCS also oversees [UCF Cares](#), an umbrella of care-related programs, resources and staff dedicated to fostering a caring community of Knights.

Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.
Walk-In Hours: Monday 9-11 a.m.; Wednesday 1-3 p.m.; Friday 10 a.m.-Noon
Phone: 407-823-5607
Fax: 407-823-4544
Email: caremanager@ucf.edu
Location: Ferrell Commons 142

UCF Cares is an umbrella of care-related programs and resources dedicated to fostering a caring community of Knights. However, it takes all of us from students to staff, from faculty to friends, to show that we care about one another. The goal of the UCF CARES initiative is to build a culture of care one KNIGHT at a time. We are all UCF and need to do our part in connecting any fellow knights in distress to appropriate resources.

UCF Cares Focus Areas include:

- Safety and Wellbeing
- Respect
- Sexual Violence
- Mental Health

The Office of Student Conduct

The Office of Student Conduct (OSC) handles complaints against UCF students and student groups (but not faculty or staff). The complaint must indicate a possible violation of one or more of the Rules of Conduct or Conduct Regulations of Student Organizations located in the Golden Rule Student Handbook

Title IX

For student-on-student sexual misconduct, contact:

Dana Juntunen | Dana.Juntunen@ucf.edu
Deputy Title IX Coordinator
407-823-4683

Sarah Laake | Sarah.Laake@ucf.edu
Lead Title IX Investigator
407-823-4683

For University-employee-on-student sexual misconduct, contact:

Dawn Welkie | Dawn.Welkie@ucf.edu
Title IX Coordinator
407-823-1354

The University of Central Florida will not tolerate sexual misconduct or harmful behavior which occurs *on or off* the UCF campus. Sexual misconduct and other harmful behavior include *sexual harassment, stalking, dating violence, domestic violence, and sexual assault*.

Any disclosures of sexual misconduct will be taken seriously. This website describes reporting options, resources and rights for students who have been victims of sexual misconduct or harmful behaviors.

The information contained on this web page have been provided to explain the options and resources following a sexual assault or relationship violence. These include access to safety planning, reporting, counseling, and long-term healing. The purpose of the resource guide is to provide a roadmap of different offices on campus, as well as local and national organizations that can assist you as you make informed decisions.

Know your rights.
Know your options.
Know our resources.

I don't know what to do:

If you are in immediate danger, call 9-1-1.

It is completely normal not to know if you want to report an incident of sexual assault, relationship violence or stalking, and you have the right to receive information about your options so that you can make an informed decision. You also have the right not to report the incident to the University or to the police if you do not want the incident to be investigated.

You can speak confidentially to professional staff at CAPS 407-823-2811 or volunteers at Victim Services 407-823-1200 discuss options and resources. Both services are available 24 hours a day, 7 days a week, 365 days a year.

Here are some important things for you to know, especially when you are not sure what to do:

It was NOT your fault!!

People often blame themselves for not getting out of a situation. Know that what happened was not your fault, and you did nothing to deserve or "cause" another person to hurt you.

Asking for help is not a weakness

Help is available for you on campus and within the community. Do not be afraid to ask for it, whether the incident happened today, last week, or last year. You may want to report the attack to the police or the University. This decision is up to you.

In the immediate aftermath of an assault, you should try to preserve all evidence of the attack:

- Do not bathe, wash your hands or clothes, brush your teeth, eat or smoke.
- If you change your clothes, put them in a paper bag and bring them with you to your medical exam.
- If you are still in the location where the attack occurred, do not clean or straighten up or remove anything.
- Consider writing down all the details you can recall about the attack and the person who hurt you.

While you may not know if you want to report the attack today, taking these steps will help preserve important evidence if you do ultimately decide to report the attack to the police or University officials.

Take time to take care of yourself

It is common to feel traumatized, both physically and emotionally. For your safety and peace of mind, consider seeking medical intervention even if you do not believe you want to report the attack. Consider making an appointment with CAPS especially if you are having difficulty sleeping, eating, feeling anxious or would simply like to speak with someone in a confidential setting.

Do things at your own pace and in your own time.

There is no "right" way to respond to an incident of sexual assault, relationship violence or stalking, and you should surround yourself with people who support and honor your choices.

How to Help a Survivor

When you learn that someone you know has experienced sexual assault, relationship violence or stalking, it may be hard to know what to say. The following suggestions will not “fix” the pain or make the trauma disappear, but if you react/act in a supportive way you can help them feel less isolated and safer.

- Listen. Letting a survivor speak and direct the conversation can help them regain a sense of control. Let them decide what they want to talk about and when they want to talk about it.
- Believe them. Our culture makes it very difficult to talk about sexual assault, and the fear of not being believed is a very real concern for people who have been assaulted. Don't contribute to that fear.
- Assure the survivor that they are not to blame for the assault, no matter what the circumstances of the assault were.
- Do not judge how the survivor reacted during or after the assault — whether they fought back or not, how long they waited to ask you for help, etc. Understand that they handled the situation the best they could.
- Be mindful when asking questions about the assault so that you don't seem judgmental, condescending or otherwise unsupportive.
- Be supportive of the survivor decisions. Survivors have a number of options and resources that may seem overwhelming. Whether or not they report the assault, press charges, attend counseling, etc., is not up to you. It is important and empowering for the survivor to make their own decisions about how to proceed after an assault. But, don't be entirely uninvolved — they might ask for your opinion or advice, and some gentle encouragement to seek both medical and emotional help can be positive.
- Be respectful of the survivor your loved one gives you clear and explicit permission to do so.
- Resist seeing the survivor as a victim. You need to continue to see them as strong and courageous. After all, talking about a sexual assault is strong and courageous. It is important that you help the survivor feel empowered and in control, which is more difficult if you don't believe it yourself.
- Accept that there might be changes in the survivor's personality or in your relationship. Sexual assault is a very traumatic experience that can change a person, and the healing process takes time.
- Be aware that you might need support as well. The assault of someone you know and care for might make you feel anger, guilt, sadness and/or many other emotions. Take care of yourself and address your feelings as well, but be careful not to overwhelm the survivor

with your own emotions. If you seek support from someone, be sure to maintain the survivor's anonymity.

Reporting and University Resources

To make a report at the University of Central Florida you can contact any of the following offices:

UCF Police | <http://police.ucf.edu> | 407-823-5555

Report the incident to the UCF Police Department by calling their phone number. This option is available even if the respondent is not a student. If the situation is an emergency, please call 911.

Title IX Coordinator, Dawn Welkie | <http://eeo.ucf.edu> | Dawn.Welkie@ucf.edu | 407- 823-1336

When the respondent is a university employee, the UCF Equal Opportunity and Affirmative Action (EO/AA) Programs Office investigates sexual harassment, sexual assault, dating/domestic violence, and sex-based stalking claims severe enough to interfere with access to educational programs in accordance with federal and state laws, including Title IX. EO/AA can also help when changes are needed within classes or campus housing or in other situations to protect the complainant from further harm. For more information, please call their office. This option is available even if the respondent is not a student.

Deputy Title IX Coordinator, Dana Juntunen | <http://osrr.sdes.ucf.edu> | Dana.Juntunen@ucf.edu | 407-823-4683

Lead Title IX Investigator, Sarah Laake | <http://osrr.sdes.ucf.edu> | Sarah.Laake@ucf.edu | 407-823-4683

When the respondent is a student, the Office of Student Rights and Responsibilities promotes a campus climate of integrity, civility, accountability, and student well-being by providing a wide array of resources, education, and support services for the university community. Students who wish to report a concern may seek assistance from the Deputy Title IX Coordinator or Lead Title IX Investigator. These staff members will explain options and resources and attend to your immediate needs for safety and interim measures (e.g., no contact orders, housing and academic accommodations, counseling).

Student Conduct | <http://osc.sdes.ucf.edu> | 407-823-4638

If the respondent is a student, you are strongly encouraged to file an incident report with the Office of Student Conduct via the online incident reporting form available on the office's website.

Should you have any questions about the process prior to reporting the incident, you may contact the office and ask to speak with a staff member. Office of Student Conduct staff can explain the

entire process, provide options, and share in more detail the rights afforded to complainants throughout the process.

Please know that the university has established a set of provisions to provide a fair process for complainants and respondents, while ensuring complainant protections under Title IX and the Campus SaVE Act. These provisions can be found in Section 5.006(9)(f) of the Golden Rule Student Handbook.

Resources provided by the University

Victim Services | <http://victimservices.ucf.edu> | 407-823-1200

You may feel more comfortable discussing reporting and non-reporting options with a Victim Advocate. They are well versed in both the conduct and criminal processes, and will be able to answer most questions that you may have and/or accompany you through the process. They also offer forensic exams. Advocates are on call, available 24/7 including after hours, weekends and holidays.

Advocates can provide crisis counseling and emotional support along with other resources as needed. Advocates can help victims explore their rights and options and provide information about the civil, university, and criminal justice systems so that victims can make informed decisions about what is best for them. They can also provide referrals to both on and off campus resources.

Remember that you are currently in crisis to call 911, and if you are in crisis and need assistance, call Victim Services.

UCF Cares | <http://cares.sdes.ucf.edu> | 407-823-5607

This office is an umbrella of care-related programs and resources dedicated to fostering a caring community of Knights and aimed at assisting students in need. The goals of UCF CARES are to offer care related resources and programs focused on health and safety, finding an appropriate network of support, connecting with advocacy and providing education and training. UCF Cares focuses on provided resources and support for four main focus areas: safety and wellbeing, sexual violence, mental health, and respect.

Student Care Services | <http://scs.sdes.ucf.edu> | 407-823-5607

SCS offers guidance, resources, and referrals to UCF students who are experiencing a distressing situation which significantly impacts academic or personal success. The SCS team coordinates referrals to campus and community resources, develops action plans for student success, oversees the Student of Concern process, and provides education and outreach to university and community members. Our goal is to intervene before a student reaches crisis level and ensure the safety of both the student and the UCF community.

Health Services | <http://hs.sdes.ucf.edu> | 407-823-2701

Health Services provides a number of health related services for students. This includes a women's clinic devoted to providing a warm and sensitive environment for gynecological care. As such, the clinic is staffed by all female providers. There is no charge for an office visit or examination, but certain procedures and laboratory tests (i.e. pap smear), do require relatively small fees. Health Services offers a variety of different programs and referrals that can help assist with payment, or a waiver of payment, for STD tests.

Counseling and Psychological Services | <http://caps.sdes.ucf.edu> | 407-823-2811

This resource is free of charge, and provides comprehensive psychological services to university enrolled students. If you are visiting CAPS for the first time, you will be scheduled to meet with a counselor for an initial assessment. You may call them at 407-823-2811, or make an appointment at the office. Scheduling of these appointments starts at 8:30am each day Monday-Friday. If you are in crisis, please inform the receptionist and they will make every attempt to respond to you as soon as possible.

Shield | <http://shield.ucf.edu/students> | 407-823-1200

Shield is UCF's source for information about identifying, preventing, and responding to sexual misconduct including sexual assault and sexual harassment affecting members of the UCF community.

Student Legal Services | <http://sls.sdes.ucf.edu> | 407-823-2538

This office provides enrolled students at UCF with legal counseling and court representation in various areas of the law. The staff attorneys interview each client individually in order to guide them about the areas of law that concern the student. Cases which are not covered by the program guidelines are referred to appropriate agencies or private attorneys through a lawyer referral service.

Counseling and Psychological Services Information

Counseling and Psychological Services (CAPS) is the only free-of-charge campus agency designated to provide comprehensive psychological services to university-enrolled students. We seek to strengthen student learning by minimizing interruption of the learning caused by mental health concerns, assisting with the academic skills needed to successfully matriculate through the university. In addition, we offer **crisis intervention**, and **counseling**, presentation services, professional consultation, and graduate training. Our staff is comprised of licensed (or license-eligible) psychologists and mental health counselors, and graduate interns who provide a confidential environment in which you may explore and resolve issues of concern.

We offer services in an atmosphere that is **welcoming and comfortable** for all students regardless of race, gender, ethnic background, religion, age, sexual orientation, gender identity or expression, citizenship, or physical status.

Hours: Mon-Thur: 8am - 6pm
Fri: 8am - 5pm

Phone: 407-823-2811

Fax: 407-823-5415

Location: Counseling Center 101

Services

Counseling can take a number of forms. The decision about which type of **service** may be appropriate is based on many factors, including your current concerns and needs, your counseling history, scheduling considerations, and availability of resources. Our goal in this process is to find the best way to attend to your concerns in the most effective and efficient way. Counseling and Psychological Services (CAPS) offers the following services and works within a brief therapy model.

Types of Counseling Offered

Initial Assessment

All registered UCF students are entitled to an initial assessment to determine what the focus of therapy will be and what type of services are most appropriate for a particular problem.

Individual Counseling

In a one-on-one interaction with a counselor, you are helped to express feelings, examine thoughts and beliefs, reflect on patterns of behavior, and work toward making healthy changes in your life.

Group Counseling

Groups led by professional staff offer students a supportive and stimulating environment to explore common issues of concern. We encourage you to learn more about Group Counseling and to browse our complete list of current groups offered this semester at CAPS.

Couples/Conjoint Counseling

Couples may seek premarital, marital, divorce, sexual adjustment, or alternative life-style counseling. Any two students, such as roommates, may also utilize this service to improve their relationship or to work out communication problems. *Both students must be enrolled at UCF to be eligible.*

Crisis Counseling

Our staff offers crisis intervention services during regular office hours. Students under 18 years of age can be seen on a limited basis without parental consent while they are in crisis. Check our Emergency Services page for more information.

Life Coaching

The purpose of coaching is to develop your success and well-being through pursuing personal and professional goals. Having a life coach allows you to pursue your goals with greater clarity, helps you stay on track, and provides the support to stretch further in achieving your goals.

Therapist Assisted Online

TAO is a seven-week, interactive, web-based program that provides assistance to help overcome anxiety. TAO is based on well researched and highly effective strategies for helping anxiety. Each of the seven weeks, participants will watch videos, complete exercises, and meet with a counselor via video conferencing for a 10-15 minute consultation. Weekly exercises take approximately 30-40 minutes to complete. Interested in learning more? Check out a sample TAO session.

What is TAO?

- TAO is a seven-week, interactive, web-based program that provides assistance to help overcome anxiety.
- TAO is based on well researched and highly effective strategies for helping anxiety.
- Each of the seven weeks, participants will watch videos, complete exercises, and meet with a counselor via video conferencing for a 10-15 minute consultation.
- Weekly exercises take approximately 30-40 minutes to complete.
- Interested in learning more? Check out a sample TAO session.

Who is eligible?

- Currently enrolled students who want help with anxiety and worry.
- Students who have access to computer with webcam.
- Students who are not experiencing severe depression.
- Students without a current substance abuse problem.
- If taking medication, must have been on the same dose for at least one month prior to starting the treatment.
- 18 years old or older.

How do I sign up?

- Call the Counseling and Psychological Services let them know you are interested in TAO and would like to schedule an initial appointment to get started.
- If you are already seeing a counselor, then tell your counselor you are interested.

Additional Services Offered

Outreach & Prevention Services

The professional staff is available to present programs on a number of student developmental concerns. We invite you to inquire about our Outreach and Prevention Services and to browse the programs offered this semester as part of our Self-Discovery Knights at the Student Union.

Research

CAPS staff members engage in research on a variety of issues related to college student mental health as well as conduct ongoing evaluation of our services. Our research page includes current research projects, selected results from evaluation data, a monthly brief summary of research relevant to students, and information on how you can partner with CAPS on a research project.

Internship and Practicum

Our internship prepares trainees as strong generalists in the practice of psychology. The training is agency-based with opportunities to gain experience in CAPS functions such as clinical interviewing, individual, and group counseling/psychotherapy; consultation and outreach; supervision and training; and crisis intervention.

Letter Requests

UCF Counseling and Psychological Services occasionally receive requests from students/clients to provide documentation regarding their services and/or recommendations.