



UNIVERSITY OF
CENTRAL FLORIDA

Applied Trumpet

MVB (1211, 1411, 2421, 3431, 4441, 5451, 6461)

School of Performing Arts, Music

1/2/4 Credit Hours

Course Syllabus

Instructor:	Dr. Jesse Cook	Term:	Spring 2020
Office Location:	PAC M 106	Class Meeting Days:	Monday
Open Door:	As announced in Canvas	Class Meeting Time:	11:30-12:20 Mon
Phone:	229-251-7725	Class Location:	Online
Email:	jesse.cook@ucf.edu	Course Modality:	W

UCF Trumpet Studio Mission Statement:

The mission of the University of Central Florida Trumpet studio is held together by 3 Pillars:

- 1. Four T's: Theme/Tune/Tone/Time: Play a good theme, in tune, with good tone, in time.*
- 2. Three B's: Be Prepared, Be on Time, Be Nice.*
- 3. Pass it on: Use the discipline learned at UCF to inform and improve your life and the lives of those around you.*

Course Description and Objective:

To train students in producing a professional quality theme, with excellent intonation, time, and tone. This is done with the intent of either producing professional quality playing, teaching or using these skills in other related fields.

Required Texts, Resources, and Materials:

In addition to a *professional quality* B-flat trumpet and approved mouthpiece **upon entrance**, each student is expected to have the following equipment at every lesson:

1. Straight mute
2. Cup mute
3. Harmon mute
4. Valve oil, Slide grease, valve grease
5. Pencil at all lessons and rehearsals
6. Trumpet cleaning materials
7. Methods and Solos as assigned on Materials Sheet
8. A LOUD Metronome or Bluetooth speaker for your phone app
9. Hi-Def Recording device
10. DAW software on laptop or desktop
11. A quality Audio interface
12. A quality camera on your laptop/desktop. This might be built in (it is on a mac)
13. A nylon bell covering, face mask on at all times outside of playing and appropriate amount of condensation pads.
14. A **professional** quality mouthpiece, B-flat trumpet. Perhaps a C trumpet, E-flat trumpet, piccolo trumpet and flugelhorn, depending on level and degree.
15. A professional caliber case to hold your professional caliber instruments.

All students must own the equipment above by the 3rd week of their first semester on campus.

Returning students will have their assigned materials purchased at the end of the previous term. New students will purchase textbook and music materials after the first lesson. **All students should expect to spend around \$150 per term on materials, and it will be considerably higher during your first semester on campus and any semester you need to purchase an instrument.** If necessary, Dr. Cook will procure temporary materials for you, but please realize this will take up 5-10 minutes of your lesson every week, so it is to your advantage to purchase your materials as soon as possible. Not all text/solo materials (nor even most) will be required for all students. Individual variations will occur. As with required texts, the student is urged to work on upcoming pieces between semesters. See addendum for specifics.

Practice (Homework) Expectations for Applied Courses:

For applied courses a substantial amount of outside practice and preparation is expected. These are minimum guidelines:

- Minor and Secondary Applied: 1/2 hour of practice per day outside of class 6 days a week.
- Music Education and B.A. Applied: 2+ hours practice per day outside of class 6 days a week. ½ hour of music study per day.
- Performance Major Applied: 3+ hours practice per day outside of class 6 days a week. 1 hour of music study per day.

The trumpet requires a great deal of regular practice to gain skill amidst the physical demands. Strength and finesse are lost if a frequent, careful practice regimen is not maintained. When pushing one's playing to the edge to improve each day, it is important to 1) practice regularly, 2) not overdo any day, and 3) take one day easy (or off day) per week. I realize that not all weeks are created equal. Sometimes you will not have as much free or time to practice; however, the above should be the norm.

Assessment:

Grades will be calculated in the Canvas grade book and will be based on the outcome of your lesson preparation and other required tasks:

- Lessons** (600 points)
- Jury/Recital** (100 points)
- 4 Virtual Lesson Visitations** (100 points)
- Midterm** (50 points)
- Studio Project** (50 points)
- Comportment** (50 points)
- Studio Class Performance** (50 points)

Grading Scale:

Each semester you can earn up to 1000 points:

A	930-1000	(93-100%)
A -	900-929	(90-92.9%)
B +	880-899	(88-89.9%)
B	840-879	(84-87.9%)
B -	800-839	(80-83.9%)
C +	780-799	(78-79.9%)
C	740-779	(74-77.9%)
C -	700-739	(70-73.9%)
D +	680-699	(68-69.9%)
D	640-679	(64-67.9%)

D -	600-639	(60-63.9%)
F	Below 600	(0-59.9%)

**Please note: in trumpet lessons, a “C” is exactly what it stands for: Average. Above Average (B) and Excellent (A) will be earned and should NOT be the expected grade. Additionally, to earn credit for Applied Lessons, all students must earn a C- or above in this course to earn a “passing” grade.*

Attendance and Tardiness Policy:

Absence from more than 20% of the class meetings in a course may result in a grade of **-F-** for the semester in that course. Class meetings for applied trumpet include lessons, studio classes, make-up lessons, warm up classes, recital hearings, officially scheduled events, and rehearsals with accompanist. **A tardy will be graded as ½ an absence. Ergo, if a student is absent from a combination of any 3 types of events or late to 6, the instructor reserves the right to fail the student automatically.** If proper notification is given for an upcoming missed lesson, that lesson will be made up at the discretion of the instructor. *If this is abused regularly, makeups and attendance credit will not be given.*

Please note: You are expected, to check and respond where appropriate, to your UCF email 1x a day during the semester, and it is wise to do so 1x a week between semesters for as long as you are in the trumpet program. I will mainly be disseminating studio and school business via email. You will be held responsible for understanding all information given via email. Except in the case of a *true emergency*, if you miss or are late to any trumpet event without prior approval from Dr. Cook, for any reason, you will be held responsible. You will receive a zero for the week and your full semester discretionary and compartment portion of your grade will suffer as well.

Assignments/Course Components:

Each student will attend and make preparation for:

1. A 30-minute weekly private lesson, Studio Class, (Warm Up Classes)
2. Weekly submitted high-definition recordings by the night before your lesson at 5pm. (Duets/Orchestral Excerpts/Etudes/Solos). We will discuss in your lesson.
3. Brass Area Forum/General Music Forum Attendance and Participation as defined.
4. All extra-curricular recitals, concerts, travel and master classes involving trumpet students. These dates are set at the beginning of the semester at the discretion of the instructor.
5. Two trumpet ensemble recordings uploaded. One in October and one in December.
6. A final project/examination referred to as a final examination Jury, held at the end of each semester.
7. One midterm examination
8. A presentation project to be assigned at the beginning of each semester
9. Visit 4 lessons of other students throughout the semester. 1 per month.
10. 5% of points for the final grade awarded at the discretion of the instructor.

Lessons:

There are 14 weeks of lessons; the first week will not be graded and will be used for an advisement/skills test session. The student’s grade will be based **upon the best 12 lesson grades** as recorded in Canvas. Three other lessons, to be used at the students’ discretion, will be lessons where we focus on a particular problem for the entire lesson or a particular medium, i.e. Ensemble work, improvisation, piccolo trumpet, etc. These two lessons may also be used for any emergencies or sicknesses that arise. They will not be graded. These “freebie” lessons are at the discretion of the student; use them wisely! In the case that a student has more than 12 lesson grades at the end of the semester, up to their worst 2 lesson scores will be dropped.

Each lesson I will send you a PDF of the lesson rubric. Keep these until the conclusion of the semester as proof of your scores in case something goes awry in my grade calculation. Be aware that you will probably feel more tired near finals than at the beginning of the year, so do not waste your “freebie” lessons. **As part of Covid readjustments this semester, I will have enhanced online office hours for you to zoom in and ask any question/play quick things for me that you want.**

Jury:

The student is required to prepare a final examination performance for a faculty jury at the end of each semester. Juries and Midterms will be graded on a “point scale” (not pass/fail). Students will have to perform the following components between both assignments.

- Required Solo Piece
- Required Etude (or 2nd solo)
- Sight Reading for Lower Classmen
- Transposition for Upper Classmen and Graduate Students
- Major Scales, (Fr) minor scales (all 3 forms – So), Augmented scales (Jr) Octatonic scales (Sr) Pentatonic scales (Grad Students).
- Orchestral Excerpts or Transcriptions as assigned

Midterm:

A “midterm” – i.e. half of the final exam (jury) in both scope and difficulty.

Placement Jury

At the end of two semesters of successful lessons, undergraduate major section students will play a jury to determine if they are adequately prepared to move into the next section of lessons. Transfer students will be placed in the lesson sequence during auditions. If a student is a transfer from another college or university and has already completed two years of study, then that student will be required to perform a placement jury at the time of their audition or during the first semester in residence. This jury is second in importance only to the student’s junior and senior recitals. The jury will occur at the same time as all other brass juries. It will last 20 minutes, but the brass faculty may ask students to play longer if necessary. The jury will result in either a pass or fail vote by the entire brass area faculty. In addition to this pass/fail grade, students will also receive a regular final exam grade for this jury.

It is possible for a student to receive a passing semester grade on this jury, yet not be allowed to move into the next section of lessons. If this happens, a student will repeat their current section of lessons for one additional semester. If a student fails the exam for a second time, the brass area will make a formal recommendation to the department head for a change of major out of the music degree programs.

Junior Year Recital for BM in Performance/Education:

During the junior year of study, both BM in performance and BME students will present a Junior Recital consisting of a performance of 20-30 minutes. Repertoire does not have to be memorized, but it is expected that the student put his or her best foot forward in preparation. Music will cover a variety of periods and styles. Each recital will have at least one “standard” piece and one “non-standard” piece. In addition to the above requirements, there will be a recital hearing in front of the full brass faculty 1-2 weeks before the date of the recital. It will be necessary to pass this recital unanimously in order to proceed to the jury.

Both BM and BME students are required to complete an ePortfolio for their recitals. Please see the course catalog for instruction on how to fulfill this requirement.

BMP and MA Final Semester Recital:

During the senior year of study, Performance majors and graduate students will be expected to perform a 50-60 minute recital. Repertoire does not have to be memorized, but it is expected that the student put his or her best foot forward in preparation. Music will cover a variety of periods and styles. Each recital will have at least one “standard” piece and one “non-standard” piece. In addition to the above requirements, there will be a recital hearing in front of the full brass faculty 1-2 weeks before the date of the recital. It will be necessary to pass this recital unanimously in order to proceed to the jury.

Studio Class:

Studio Class will be held virtually at 11:30 AM on Mondays. Studio class will be a combination performance class, instructor lectures, mock auditions, once a semester student led lecture, and guest artists. Students will complete a lecture project near the end of the semester. This will be updated on a timely basis as the year goes on. *Studio Class grades will be assigned based on attendance, comportment, and preparedness.*

Student Brass Recital Performance: (Attendance only – no Participation required)

Each student will be required to perform at least once per semester in a Brass Student Recital. Proper preparation and attire will be expected. This component is assessed as pass/fail.

Recital Attendance: (Waived Fall 2020)

Each student must attend Brass Student Recitals throughout the semester. In addition, students will be required to attend **15 recitals/events each semester** and **obtain signatures on programs** from music faculty members. The programs then need to be turned in to the trumpet GA or myself if there is no GA that semester. Please note that all bolded concerts/items are **required trumpet events. If you are not performing and miss a required event, you’ll not only get a 0 for the recital attendance portion, but you’ll lose 5% off your final semester grade. Supporting your colleagues is of utmost importance.**

If you cannot make a required event for a legitimate reason, email Dr. Cook at least a week beforehand and we will talk. If students attend all appropriate Student Recitals and attend 15 or more events a semester (as well as bring in faculty signed programs), full credit will be given. *Credit will not be given for students who fail to meet these requirements.*

Warm-Up Class: (Virtual this semester on Zoom)

Warm up classes will be on **Wednesdays** at 7-8am online. The starting off point for warm ups will be *Wiff Rudd’s Collaborative Practice Concepts* book, but much of what we do in warm ups will eventually be improvised and call/response. This will usually turn out to be around 12 weeks of warmup classes. If it’s more, then it is. It won’t be less. As they are not a credited class at UCF, Warm up classes are not required. However, 5% of your final grade is subject to the instructor’s discretion. Many students over the years have learned how to play the trumpet in warm up class. Make plans to be there if at all possible. You won’t regret it. 😊

Additional Course Policies:

Studio Events/Travel: (Waived Fall 2020)

Potential extended trips will be to **Regional Trumpet Festival** in January or February, the **National Trumpet Competition** in March over spring break (only for groups/individuals who qualify for quarter-finals), and the **International Trumpet Guild Conference** (volunteer trumpet ensemble) in late May/early June. **We also may do a run out concert(s) or attend a concert annually in the area.** The Central Florida Trumpet Guild should help defray some costs to UCF students for travel, **but students need to have several hundred dollars set aside for studio related travel every year.** In each case, you'll have months advance notice to make sure you have procured the required travel funds. While, it is understood that finances can be difficult while in school, it is important to realize that just like procuring proper materials, travel to learn, perform and inspire is a vital part of your musical growth. **The requirement portion of these trips lie at the discretion of Dr. Cook.** With very few exceptions, **lack of participation in required studio travel will result in a substantial impact on the student's final grade.** Please speak with Dr. Cook privately if this concerns you.

Makeup Clause:

Students are expected to keep a calendar and look weeks ahead for potential time conflicts between events. For illness, please contact Dr. Cook to cancel with at least 12 hours notice. For non-illness, a minimum of 1-week notice must be given for an excused absence from a trumpet event. **If the event is a "bolded" event, a minimum of 1 full month must be provided, and Dr. Cook reserves the right to not excuse the absence.** In general, the "do right" policy is in play. **No excused absences for planned events will ever be given so a student can work.** However, if you are responsible and cordial on a daily basis, it is far more likely that you'll be excused if something comes up.

Classroom Demeanor:

Students are required to demonstrate good classroom/recital demeanor during private lessons, Studio Classes, recitals, concerts, and rehearsals. This ties into the "comportment" section of the grade. There must be no use of electronic devices, such as cell phones, and no disruptive talking with classmates. *Please note - classroom demeanor includes personal hygiene. We breathe heavily in our work. Please Do NOT come to class with dirty clothes, immediately after working out, or without showering in the morning. Thanks.*

Technology:

Students in possession of technology will be expected to exercise proper judgement in its use during class. For example, it is ok to record a lesson, but it is not ok to be a serial texter in class. Please make sure all cellphones are on silent during all trumpet events. If this becomes a problem, the instructor reserves the right to confiscate the offending technology temporarily and dock the student's grade. Livestreaming, broadcasting, or other distribution of any rehearsal or performance of a class is forbidden without permission. Violators of this policy may be subject to reduction in grade and also to any legal action resulting from infringement of copyright laws.

Concert Dress:

A performance serves as an event for students to share their music, to hone their performance skills, and to hear peers, music faculty, and guest artists. A performance dress code is implemented so that the enjoyment of the musical experience is not diminished by distractions of inappropriate attire. Students are advised that proper, modest, and dignified attire is required when performing in department of music events, including music forum, and degree recitals. Any exception to this dress code must be approved by the student's applied professor or the ensemble director.

1) Absolutely NO:

- a) hats
 - b) flip-flops or sneakers
 - c) t-shirts
 - d) jeans or shorts
 - e) skirts above the knee
 - f) strapless or spaghetti-strap tops
- 2) Recommended attire for men: slacks, button-up collared shirt, dress shoes with socks. Tie and jacket also recommended. In general, err on the side of modesty.
- 3) Recommended attire for women: dress or skirt/slacks and top, modest heel. Dresses/skirts should be knee-length or below and top should err on the side of modesty.
- Consequences for failing to meet the dress code are at the discretion of the applied professor or ensemble director, and may include a lowered grade or the cancellation of the student's performance.*

Recitals, Brass Area, Music Forum and using Collaborative Artists:

It is your responsibility to make necessary collaborative arrangements for juries, recital performances, forums, and any other performance events. All of you will be scheduled for one forum performance per semester. **You can count on spending \$150 in piano accompaniment in non-recital semesters, and perhaps \$300 in recital semesters.** I strongly urge you to procure any needed collaborative artist at the earliest opportunity. This means giving the music and recording to the pianist weeks in advance, if at all possible.

For each UCF performance, you must rehearse once with your pianist on your own and once in your lesson. Juries will vary depending on the length and collaborative difficulty of your jury, but in general, 5-6 rehearsals will be needed. **In your recital semester: In addition to the recital hearing for the brass faculty, students will be required to perform their full recital for the trumpet studio during studio masterclass roughly a month before their jury date.**

All students must be prepared and on time for their FIRST piano rehearsal. Piano rehearsals are not the time to “learn” your piece. That is the time to “collaborate” and put the piece together.

Two normally available pianists contact information are below. I can provide more if you would like other options or neither of these individuals are available.

Will Daniels

willdaniels.piano@gmail.com
407-738-6739
Rehearsals: \$30/hour. \$20/30min
Performance: \$35-\$70 depending on pieces

Jay Chang

happyfamily617@yahoo.com
352-397-6692
Rehearsals: \$30-\$45
Performance: \$45-\$60

Physical Contact:

Physical contact with the teacher may occur in private lessons. Any physical contact used will be demonstrated in a functional and professional way to help you better understand corrections given to you concerning playing technique, posture, and/or breathing. If you are uncomfortable with physical contact on any level, inform the instructor immediately.

Mental Health Policy:

Life at college can get very complicated. It's not at all uncommon to feel overwhelmed, lost, experience anxiety or depression, struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. The Counseling Center helps students cope with difficult emotions and life stressors; it is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. The services are free and completely confidential. <https://caps.sdes.ucf.edu/>

Instructor Clause:

Course components, assessments, grading, and policies are subject to change at the instructor's discretion. Students will be given due notice if any changes are made.

Basic Needs Policy:

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Head of SPA for support. The UCF Knights Pantry can provide food to students in need: <https://www.ucf.edu/services/s/food-pantry/> Furthermore, please notify the professor if you are comfortable in doing so. This will enable me to provide any resources that I may possess.

Musical Health and Safety:

Maintaining musculoskeletal and vocal health is a concern for all musicians, and you are strongly advised to avail yourself of the health and safety information linked on the Music Department webpage under Resources/Health and Safety. The following introductory article provided by the National Association of Schools of Music is highly recommended as a starting point:

http://nasm.arts-accredit.org/site/docs/PAMA-NASM_Advisories/4a_NASM_PAMA_NMH-Student_Guide-Standard_June%202014.pdf. You may consult your instructor if you have any questions.

Academic Integrity:

Students should familiarize themselves with UCF's Rules of Conduct at <<http://osc.sdes.ucf.edu/process/roc>>. According to Section 1, "Academic Misconduct," students are prohibited from engaging in.

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
4. Falsifying or misrepresenting the student's own academic work.
5. Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.

7. Helping another violate academic behavior standards.

For more information about Academic Integrity, consult the International Center for Academic Integrity <<http://academicintegrity.org>>.

For more information about plagiarism and misuse of sources, see “Defining and Avoiding Plagiarism: The WPA Statement on Best Practices” <<http://wpacouncil.org/node/9>>.

Responses to Academic Dishonesty, Plagiarism, or Cheating:

Students should also familiarize themselves with the procedures for academic misconduct in UCF’s student handbook, *The Golden Rule* <<http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf>>. UCF faculty members have a responsibility for students’ education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a “Z Designation” on a student’s official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <<http://goldenrule.sdes.ucf.edu/zgrade>>.

Course Accessibility Statement:

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) <<http://sas.sdes.ucf.edu/>> (Ferrell Commons 185, sas@ucf.edu, phone 407-823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

Campus Safety Statement:

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide’s physical location and review the online version at <http://emergency.ucf.edu/emergency_guide.html>.
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see <<http://www.ehs.ucf.edu/AEDlocations-UCF>> (click on link from menu on left).
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <<https://my.ucf.edu>> and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video (<<https://youtu.be/NIKYajEx4pk>>).

Campus Safety Statement for Students in Online-Only Courses:

Though most emergency situations are primarily relevant to courses that meet in person, such incidents can also impact online students, either when they are on or near campus to participate in other courses or activities or when their course work is affected by off-campus emergencies. The following policies apply to courses in online modalities.

- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <<https://my.ucf.edu>> and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
- Students with special needs related to emergency situations should speak with their instructors outside of class.

Make-Up Assignments for Authorized University Events or Co-curricular Activities:

Students who represent the university in an authorized event or activity (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with documentation in advance to arrange a make-up. No penalty will be applied. For more information, see the UCF policy at <http://policies.ucf.edu/documents/4-401.1MakeupAssignmentsForAuthorizedUniversityEventsOrCocurricularActivities.pdf>

Religious Observances:

Students must notify their instructor in advance if they intend to miss class for a religious observance. For more information, see the UCF policy at <http://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservancesFINALOct17.pdf>.

Deployed Active Duty Military Students:

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

UCF Creed:

Integrity- I will practice and defend academic and personal honesty
Scholarship- I will cherish and honor learning as a fundamental purpose of my membership to UCF.
Community- I will promote and open and supportive campus environment
Creativity- I will use my talents to enrich the human experience
Excellence- I will strive toward the highest standards of performance in every endeavor I undertake.

University-Wide Face Covering Policy for Common Spaces and Face-to-Face Classes

To protect members of our community, everyone is required to wear a facial covering inside all common spaces including classrooms (<https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf>). Students who choose not to wear facial coverings will be asked to leave the classroom by the instructor. If they refuse to leave the classroom or put on a facial covering, they may be considered disruptive (please see the [Golden Rule](#) for student behavior expectations). Faculty have the right to cancel class if the safety and well-being of class members are in jeopardy. Students will be responsible for the material that would have been covered in class as provided by the instructor.

Notifications in Case of Changes to Course Modality

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email about changes specific to this course.

COVID-19 and Illness Notification

Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place.

Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID, or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here: (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

In Case of Faculty Illness

If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

Course Accessibility and Disability COVID-19 Supplemental Statement Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students with disabilities should speak with their instructor and should contact sas@ucf.edu to discuss specific accommodations for this or other courses.