



**TPP 3251, Section 1  
Musical Theatre Monologue  
Fall, 2018  
T/TH 10:30-12:20 in T118 (Rehearsal Room 3)  
Performing Arts Center Building**

**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.  
All changes will be communicated through Webcourses.*

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**UCF Catalog Course Description**

Prerequisite(s) or Corequisite(s): B.F.A. Musical Theatre major, and “C” (2.0) or better required in TPP 2170C

Practical acting techniques with solo musical theatre repertoire.

**Learning Outcomes**

In this course, the student will:

- Integrate Stanislavski acting technique into solo singing from musical theatre repertoire
- Use script/character analysis to explore the monologue of each solo song
- Perform songs representative of different musical theatre styles, genres, and cultural backgrounds
- Create given circumstances, characterization, and personalization for each song
- Define and reinforce the use of discipline-specific vocabulary
- Further develop personal discipline for rehearsal/performance

**Methodology/Assessment**

Student learning outcomes will be assessed through:

- Performance of musical theatre solo songs
- Participation in classroom discussion and exercises
- Writing Assignments (may include character analysis, historical research, and journal writings)

### Sequence of Course Activity

- 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 online 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 25**. Failure to do so will result in a delay in the disbursement of your financial aid.
- Attendance at every class
- Active participation in assignments:  
You will be required to sing **THREE** solo songs from the canon of musical theatre repertoire. The guidelines for these three songs are:
  - One musical theatre song written before 1970
  - One musical theatre song written after 1970
  - One contemporary pop/rock song (NOT from a musical)

We will be utilizing Stanislavski's "circles of attention" for shaping each of your three songs:

- Internal circle – a song to yourself
- External circle – a song to another person/group of people
- Largest circle – to a higher power/the universe

You will decide which era of song you will apply to which circle of attention.

- Final Examination Performance Presentation

### Semester Breakdown of Classes

Day	Date	Assignment
Tuesday	8/21/18	Discuss Syllabus/Class Requirements Work on song exercise
Thursday	8/23/18	Perform song exercise

Tuesday	8/28/18	Coach Song 1: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #1 11:15-11:45: Coach #2 11:45-12:15: Coach #3
Thursday	8/30/18	Coach Song 1: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #4 11:15-11:45: Coach #5 11:45-12:15: Coach #6
Tuesday	9/4/18	Coach Song 1: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #7 11:15-11:45: Coach #8 11:45-12:15: Coach #9
Thursday	9/6/18	Coach Song 1: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #10 11:15-11:45: Coach #11 11:45-12:15: Coach #12
Tuesday	9/11/18	Coach Song 1: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #13 11:15-11:45: Coach #14 11:45-12:15: Coach #15
Thursday	9/13/18	First Song Present: 1-8
Tuesday	9/18/18	First Song Present: 9-15
Thursday	9/20/18	Final Song Present: 1-8
Tuesday	9/25/18	Final Song Present: 9-15
Thursday	9/27/18	Coach Song 2: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #1 11:15-11:45: Coach #2 11:45-12:15: Coach #3

Tuesday	10/2/18	Coach Song 2: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #4 11:15-11:45: Coach #5 11:45-12:15: Coach #6
Thursday	10/4/18	Coach Song 2: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #7 11:15-11:45: Coach #8 11:45-12:15: Coach #9
Tuesday	10/9/18	Coach Song 2: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #10 11:15-11:45: Coach #11 11:45-12:15: Coach #12
Thursday	10/11/18	Coach Song 2: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #13 11:15-11:45: Coach #14 11:45-12:15: Coach #15
Tuesday	10/16/18	First Present of Song 2: 1-8
Thursday	10/18/18	First Present of Song 2: 9-15
Tuesday	10/23/18	Final Present of Song 2: 1-8
Thursday	10/25/18	<b>FLORIDA THEATRE CONFERENCE PRIVATE WORK WITH SUE</b>
Tuesday	10/30/18	Final Present of Song 2: 9-15
Thursday	11/1/18	Coach Song 3: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #1 11:15-11:45: Coach #2 11:45-12:15: Coach #3

Tuesday	11/6/18	Coach Song 3: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #4 11:15-11:45: Coach #5 11:45-12:15: Coach #6
Thursday	11/8/18	Coach Song 3: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #7 11:15-11:45: Coach #8 11:45-12:15: Coach #9
Tuesday	11/13/18	Coach Song 3: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #10 11:15-11:45: Coach #11 11:45-12:15: Coach #12
Thursday	11/15/18	Coach Song 3: 10:30-10:45: Vocal Warmup 10:45-11:15: Coach #13 11:15-11:45: Coach #14 11:45-12:15: Coach #15
Tuesday	11/20/18	First Present of Song 3: 1-8
Thursday	11/22/18	<b>THANKSGIVING HOLIDAY</b>
Tuesday	11/27/18	First Present of Song 3: 9-15
Thursday	11/29/18	<b>EARL GONE TO RECRUITING EVENT PREPARE FOR FINAL WITH SUE</b>
Tuesday	12/4/18	<b>FINAL EXAM: Final Present of Song 3</b>

<b>Grading Policy</b>
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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 the following:

- Communication with the accompanist
- Preparation for and execution of rehearsals
- Professional attitude and collaboration with the Professor and class accompanist

- In-class presentations
- Clearly-demonstrated acting, voice, and dance/movement technique
- Use of discipline-specific vocabulary
- Written assignments
- Final exam presentation

Any lowering of the final grade due to attendance problems will be completed once all assignment grades have been totaled.

Grading questions should be discussed with the Professor by **private appointment only**. No discussion of grades will occur during class time. Please be aware that all grading is subjective, and the Professor will make every attempt to clearly define what criteria was used in the evaluation of your work. 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.”*

### Extra Credit

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

### Attendance Policy

There are **NO UNEXCUSED ABSENCES** allowed during the semester. I will deduct **25 points** off your final points total for every unexcused absence accrued. I will deduct **10 points** off your final points total for every tardy accrued.

It is imperative you attend every class and participate fully. You are part of a professional training program that places as much emphasis on self-discipline as it does skill development. Careless attendance and/or tardiness will not be tolerated.

## ***DO NOT COME TO CLASS IF YOU ARE ILL!!***

Seek medical attention and return to class when you are **not infectious**. If you miss class due to illness, see a doctor or go to the Student Health Center – you must provide the Professor with written documentation **the first day you return to class** or the absence will not be counted as excused.

If you are unable to attend class, it is **your responsibility** to notify the Professor of your absence via phone or e-mail. Failure to do so will result in the absence being marked as unexcused, even if you provide written documentation when you return to class.

Any work/exams missed due to **EXCUSED** absences may be made up through special arrangement with the Professor. Work and/or exams missed due to **UNEXCUSED** absences may not be made up, and you will suffer the consequences of the work you missed.

It is the policy of the University to reasonably accommodate absences due to observed religious holidays and/or University-sanctioned events whereby a student will be representing UCF. However, the student is responsible for any material covered during the absence(s). **YOU** must inform the Professor in writing two weeks prior to being away. Please also notify any classmates who will be affected by your absence(s) so alternate arrangements can be made for the class(es) you will miss.

Emergencies will be handled individually and at the discretion of the Professor. Written verification will be required for extenuating circumstances.

**NOTE:**

***Any student more than 5 minutes late to the Final Exam (without prior approval from the Professor) will accrue an unexcused absence and will not be allowed to participate in the Final Exam!!***

**Required Textbooks for This Course**

There are no required textbooks for this course.

**Recommended Texts for This Course**

- *The Stanislavski System* by Sonia Moore
- *Acting in Musical Theatre: A Comprehensive Course* by Joe Deer and Rocco Del Vera
- *An Actor Prepares* by Constantin Stanislavski
- *Broadway Musicals Show by Show* by Stanley Green
- *The Actor Sings* by Kevin Robison
- *A Practical Handbook for the Actor* by Bruder, Cohn, Olnek, Pollack, Previto, Zigler

**Core Policy Statements**

**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 at <http://academicintegrity.org>

### **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>

### **"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.

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/>).

### **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 must be officially registered with Student Accessibility Services (SAS) (<http://sas.sdes.ucf.edu/>) (Ferrell Commons 185, sas@ucf.edu, phone 407-823-2371) in order to receive accommodations.

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](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>)

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

Students who represent the university in an authorized event or activity 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.

**Course Coaching**

Since Theatre requires the use of mind, voice, and body, there might be situations requiring a certain amount of physical contact between you and the Professor and/or other students. If this presents a problem for you, please see the Professor immediately.

**Course Performance Content**

There may be material presented in this class containing controversial themes (i.e., profanity, sexuality, violence, religion, etc.). If you suspect your performance material may be offensive to classmates, please be respectful and notify everyone before performing. You have the right to excuse yourself from class should you find class performance material offensive.

**Required Email/Internet Access**

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!!** The Professor will not communicate with you via e-mail addresses outside the University system. 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](http://registrar.sdes.ucf.edu/webguide/index_quickfind.aspx).

### **Cell Phone Usage in Class**

The use of cell phones or any other electronic devices that may disrupt the course is **strictly forbidden** during class time. It is extremely rude and disrespectful to have a cell phone ring while other classmates are trying to perform and/or the Professor is trying to lecture/coach students. If you carry electronic devices, **TURN THEM OFF** while you are in class!!! If your electronic device interrupts class, you will be asked to leave, and **you will accrue an unexcused absence for that class period**. If you need to leave a contact number for emergencies, please arrange with the Administrative Staff in the Theatre Department for a phone number to use, and leave your schedule with them should someone need to contact you. If you are caught using your phone and/or sending text messages during class time, you will be asked to leave, and **you will accrue an unexcused absence for that class period**.

### **Use of Laptop Computers in Class**

The use of laptop computers is **NOT** permitted in class. If you need to take notes, you can use paper and pencil/pen.

### **Social Media**

Students are not allowed to post images/video/audio of class/lesson activities without permission from those featured in the media (student(s), faculty, accompanist). Any discovery of this material without the subjects' permission will result in **automatic failure of this course AND probation from the Musical Theatre program**.

### **Disruptive Behavior Policy**

Behavior disruptive to the continued success of this course and other students may result in one or more of the following actions:

**Academic Action** – Taken by the Professor, Chair, or Dean of the College:

1. Removal from the class session and loss of credit for a specific assignment, examination or project.
2. Referral to Counseling
3. Removal from the course with a grade of “F”  
and/or

**Conduct Review Action** – Taken by the Office of Student Conduct

1. Warning
2. Probation
3. Suspension
4. Expulsion
5. Permanent conduct record with UCF accessible by other Institutions upon request

## **Student Resource Information**

The following information is provided to assist you with finding campus resources available to all UCF students in need.

### Knights Helping Knights Pantry

The Knights Helping Knights Pantry is committed to serving UCF students by providing basic needs including food, clothing, and personal hygiene items to foster continued academic success and increase retention for students in need. Access to the Knights Pantry is reserved for UCF students who present a valid student ID upon entry. Students are limited to 5 food items per day. There is currently no limit for toiletries or clothing. More information can be found at the website: <https://studentunion.ucf.edu/knights-pantry>

### Student Care Services

**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](mailto: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](mailto: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](mailto:Dana.Juntunen@ucf.edu) | 407-823-4683**

**Lead Title IX Investigator, Sarah Laake | <http://osrr.sdes.ucf.edu> | [Sarah.Laake@ucf.edu](mailto: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 (CAPS) 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.