

**University of Florida Jazz Band**  
**Syllabus and Student Handbook**  
**(MUN 1710, MUN 3713 and MUN 6715)**

**SPRING 2026**

Website: [www.ufjazz.com](http://www.ufjazz.com)

**UF Director of Jazz Studies:** Scott Wilson

**Teaching Assistants** – Clyde Connor, Alex Pershounin, Corey Burton, Alex Suarez and Noah Berdugo

**Jazz Band Meeting Times:** Jazz Band 1 meets on Tuesday and Thursday from 1:55pm to 2:55pm in the Orchestra Room (MUB 121). Jazz Band 2 meets on Tuesday and Thursday from 3pm to 3:50pm. Sectionals and guest artist are usually directly after jazz band so please make sure you leave that hour open and that will make it easier to organize the group schedule and also minimize trips to campus for students. You are required to also attend one hour of sectionals every week starting in the second week of the course.

**Office hours:** Our graduate assistants will list their office hours in the School of Music. Appointments are available on request via Zoom, in person, or it can be scheduled directly after jazz band rehearsals. After contacting one of us we will send you a link to schedule an appointment time.

**Scott Wilson Email:** [swilson@arts.ufl.edu](mailto:swilson@arts.ufl.edu)

**Recommended text:** “Living the Dream, The Morning After Music School.” This is published by Kendall Hunt Publishing and is written by publicist and manager Brian Horner. This very inexpensive book will help teach our students about business management and proven strategies to earn high paying work in the music industry.

**UF General Education Requirements link:**

<https://undergrad.aa.ufl.edu/general-education/gen-ed-program/subject-area-objectives/>

**JAZZ BAND GENERAL EDUCATION REQUIREMENTS AND LEARNING OUTCOMES**  
**CONTENT:** This course will teach you the terminology, concepts, musical methodologies and performance practice techniques used to develop professional big band performance skills. These skills include developing a high level of proficiency in the following areas: Sight reading, intonation, dynamics, cut-offs, musical nuances, etc., and also includes the accurate performance of historical styles such as: Swing, Bebop, Latin, the Western Cannon and modern jazz band literature.

**CRITICAL THINKING:** Critical thinking in jazz is characterized by the comprehensive analysis of jazz recordings, jazz videos, jazz transcriptions etc., to formulate and develop historically accurate jazz performance skills.

**COMMUNICATION:** Communication in performance ensembles such as jazz band is defined by the student's ability to listen to lead players and section players to match their style, intonation, dynamic nuances, cut-offs, etc., and to communicate that knowledge by accurately and musically matching performers within the ensemble.

The University of Florida Jazz Band will offer students a positive opportunity for personal and musical growth. This course is designed to teach you industry skill sets and aptly prepare you to break into the professional music industry. The Gator Jazz Band is a very visible group in the community and therefore expectations for this ensemble are very high and we strive to set national standards. We expect all students to excel and be responsible for the expectations set forth within the jazz bands.

Statement from the Director of Jazz Studies:

It is my true honor to be part of each of your musical journey and we look forward to helping you in every way possible to further your career. Thank you for gracing our jazz ensembles with your exceptional musical talents and we look forward to hearing your music. Please make sure you are familiar with our online Gator Jazz Band Website: [www.ufjazz.com](http://www.ufjazz.com)

*Scott Wilson*

*Director of Jazz Studies for the University of Florida Jazz Bands*

## **MISSION STATEMENT AND GOALS**

**The UF Jazz Band seeks to:**

- ♣ Set national standards for the highest quality performances.
- ♣ Set national standards for the highest quality performance in jazz improvisation within the big band.
- ♣ Provide performance opportunities that will give students experience with regards to understanding how to successfully prepare for live performances. Performances will enrich our student's professional business skills and commercial performance skills.
- ♣ Help students acquire the commercial music skills necessary to help students easily transfer into professional and commercial freelance job opportunities.
- ♣ Provide skill sets that will improve the financial success of our students throughout their life.
- ♣ Serve as goodwill ambassadors for the University of Florida, recognizing that everything we do and say represents literally hundreds of thousands of Floridians and University of Florida Alumni.

## STAY INFORMED!

Being informed is an intentional act. We expect everyone to take the initiative to stay informed at all times and our success depends on it!

You will receive Gator Jazz Band updates and information through the following methods:

- Twitter updates (you must sign up for the Gator Jazz Band Twitter or you may not enroll in jazz band).
- Canvas emails and announcements
- Announcements in sectionals
- Announcements at the conclusion of rehearsals

\* If you have a class conflict that necessitates leaving rehearsal early, it is YOUR responsibility to seek out any information you may have missed from your section leader.

Please note that there is no excuse for being uninformed. Thanks in advance for doing your part to keep up to date and contribute to the success of the Gator Jazz Band!

## ATTENDANCE AND GRADING

Prompt and regular attendance is required at all rehearsals and performances. Any class conflicts must be cleared with the director a minimum of one week in advance unless it is an emergency. The determination of unexcused absence will be made at the discretion of the director.

### *Absences/Late Arrival/Early Departures*

♣ Attendance at rehearsal: to be considered present and participating in rehearsal a student must have their folder, music being rehearsed, pencil, mutes, all doubles, and be actively engaged.

♣ A tardy is defined as not being in your rehearsal position when rehearsal begins. Members who arrive more than 15 minutes late to a rehearsal or leave early from a rehearsal will be considered absent. Members who arrive late to "3 consecutive rehearsals" may lose the privilege of being in the ensemble.

♣ There is one sectional a week and it is required. You may not participate in Gator Jazz Band if you are unable to attend sectionals and there are no exceptions. All attendance rules for rehearsals apply to scheduled sectionals.

♣ An absence from a UF Jazz Band performance will result in the lowering of the student's grade by 2 full letter grades (For example: An A to C).

♣ If extenuating circumstances affect your attendance, you should meet with a director within one week of your absence to communicate any necessary information.

## **Attendance Grading Procedure**

- ♣ 2 unexcused rehearsal absences/partial attendance = maximum semester grade of B
- ♣ 3 unexcused rehearsal absences/partial attendance = maximum semester grade of C
- ♣ 4 unexcused rehearsal absences/partial attendance = maximum semester grade of D

## **Alternates/Subs**

♣ The Gator Jazz Band alternates exists to ensure that there are no holes in rehearsals and performances. Additionally, the alternate system allows for the flexibility needed to facilitate our student's academic schedules and family responsibilities (i.e. funerals/weddings).

- Alternates will be designated according to music audition scores. If they are unavailable you are welcome to find another person.
- In most cases, each section will have at least one alternate to serve as a substitute performer for rehearsals and a designated substitute for all performances.
- When a member is not going to be present, the alternate should begin learning their book and have access to the book. Please keep the book secure at all times and this is vital to our success at our performances.
- In the event of multiple excused absence, the director's discretion will be used in deciding who continues in that spot.

## **ACCEPTABLE REASONS FOR ABSENCE**

Acceptable reasons for absence from or failure to engage in class include illness; Title IX-related situations; serious accidents or emergencies affecting the student, their roommates, or their family; special curricular requirements (e.g., judging trips, field trips, professional conferences); military obligation; severe weather conditions that prevent class participation; religious holidays; participation in official university activities (e.g., music performances, athletic competition, debate); and court-imposed legal obligations (e.g., jury duty or subpoena). Other reasons (e.g., a job interview or club activity) may be deemed acceptable if approved by the instructor.

## **ANSWERING EMAIL QUESTIONS:**

Students often have the same question when emailing us through Canvas and with that in mind, the "Announcements" will be the medium by which the instructor communicates all answers to general questions. In some cases, if a student's question requires a personal response, in those cases a personal response will be issued.

## **MATERIAL AND SUPPLY FEES: \$90**

## **GENERAL EDUCATION CREDIT AND IMPORTANT CONSIDERATIONS**

- \* A minimum grade of C is required for general education credit. Therefore, courses intended to satisfy the general education requirement cannot be taken S-U.
- \* Some majors require or recommend specific general education courses.
- \* Certain classes are approved to count for multiple general education program areas. Students can count a general education course toward one area only except for (D) and (N) credits, which must be earned concurrently with another area. For example, a course designated as HD can count toward both the H and D requirements, but a course designated CH can count only as C or H.
- \* Study abroad courses can fulfill international credit, in addition to fulfilling credit in other subject areas. Study abroad must be approved in advance by an academic advisor and the UF International Center
- \* Effective Spring 2019, IUF1000 will change to IDS1161. If a student has successfully completed IDS1161 at another institution prior to Spring 2019, those credits will be accepted and will satisfy the UF Core requirement.

### **Equipment Instrument Issue**

The University of Florida provides instruments to members of the Gator Jazz Band in several

sections. Instruments are issued by contract at the beginning of each semester and are checked in

at the conclusion of each semester or shared throughout the semester with other students. Students must be officially enrolled in jazz band for an instrument to be issued. Failure to check in an instrument by the designated date will result in a bar being placed on the student's academic record.

### **Code of Conduct**

The Gator Jazz Band members are extremely visible in the community and important goodwill ambassadors for the University. Membership in the Gator Jazz Band is a privilege and must not be abused. The following guidelines are designed to establish a code of conduct for all members of the Gator Jazz Band. Violation of this code may result in the loss of privilege of membership in the Gator Jazz Band. It is neither the intent nor the purpose of this code to list every possible rule infringement. It is assumed that members of the Gator Jazz Band are responsible adults, and will be treated as such.

1. University Rules of Conduct are in effect at all times during rehearsal, performance and

travel by the Gator Jazz Band. The University Student Conduct Code can be found at [www.dso.ufl.edu/studentguide/studentconductcode.php](http://www.dso.ufl.edu/studentguide/studentconductcode.php)  
Links to an external site..

2. Consumption of alcohol and/or drug use is expressly prohibited during all Gator Jazz Band

rehearsals, travel and performance. Evidence of drug or alcohol use on the bandstand or in rehearsals may result in automatic suspension from jazz band activities, possible dismissal from the band, and a failing grade. Any evidence of drug or alcohol use when on campus and at performances may result in automatic referral to the Dean of Students.

3. Students must use the rest rooms prior to rehearsal. Rehearsal is only one hour and we expect all students have the professional skills to take care of personal business before they enter the class room. In emergencies you may leave rehearsal however you must let the instructor know so he is informed of why you are leaving.
4. Remember that we represent the University at all times. Negative comments are not representative of the behavior that is expected from Gator Jazz Band members.
5. It is your responsibility to represent the Gator Jazz Band and the University of Florida with the highest possible individual standards. This includes a refrain from posting any electronic postings or comments that could be deemed offensive to any other member of the Gator Jazz Band, staff, directors, or University of Florida administrators.

**NOTE:** Individuals who violate the Code of Conduct may be removed from performances or dismissed from the jazz band.

### **Section Leaders**

Our student section leader team is vital to the success of our organization. In addition to leading the sections and organizing a wide array of communications and logistical issues, our student leaders should work hard to ensure that their respective sections have an enjoyable and rewarding experience in the Gator Jazz Band.

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### **Performance Dates on Jazz Band Website**

**Performance Dates are listed on the Gator Jazz Band Website. Click the Important dates links in the website header. [www.ufjazz.com](http://www.ufjazz.com)**

**Resource: UF Grading Policy Website:**

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>  
Links to an external site..

### **Students with disabilities**

"Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester."

### **Academic Honesty**

At the University of Florida every student signed the following statement: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion for the University." The instructor of this course fully endorses this statement and will not tolerate academic dishonesty. Anyone caught cheating or plagiarizing is subject to an automatic E and further disciplinary action. All violations of academic honesty will be referred to the Dean of Students Office for disciplinary action without exception. <http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php>

\*\*If you are repeating this course at UF, please be aware that turning in any part of any written assignment that you submitted for this course in the past also constitutes academic misconduct. See "Scope and Violations" under the Honor Code above.

<https://catalog.ufl.edu/ugrad/current/advising/info/student-honor-code.aspx>  
Links to an external site..

### **Policy on Sexual Harassment and Sexual Misconduct**

It is the policy of the University of Florida to provide an educational and working environment for its students, faculty, and staff that is free from sexual harassment and sexual misconduct. This includes information sent through e-mail. Sexual harassment and sexual misconduct in any form will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff, and visitors to promptly report sexual harassment or sexual misconduct. For more specific information, please see [www.aa.ufl.edu/aa/affact/harass](http://www.aa.ufl.edu/aa/affact/harass) (Located in the General Information section of the University Catalog.)

### **Campus Resources and Health and Wellness**

**U Matter, We Care:** If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](http://U Matter, We Care website)  
Links to an external site.. to refer or report a concern and a team member will reach out to the student in distress.

*Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#)[Links to an external site.](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

*Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#)[Links to an external site..](#)

*University Police Department:* [Visit UF Police Department website](#)[Links to an external site.](#) or call 352-392-1111 (or 9-1-1 for emergencies).

*UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road,

Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#)[Links to an external site..](#)

*E-learning technical support:* Contact the [UF Computing Help Desk](#)[Links to an external site.](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

*Career Connections Center*[Links to an external site.:](#) Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

*Library Support*[Links to an external site.:](#) Various ways to receive assistance with respect to using the libraries or finding resources.

*Teaching Center*[Links to an external site.:](#) Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

*Writing Studio:* 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

*Student Complaints On-Campus:* [Visit the Student Honor Code and Student Conduct Code webpage for more information](#)[Links to an external site..](#)

*On-Line Students Complaints:* [View the Distance Learning Student Complaint Process](#)[Links to an external site.](#)

#### **In-Class Recording:**

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal education use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and deliver by an instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course.

A class lecture does not include lab sessions, student presentations, clinical presentation such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless, of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

## **INSTRUCTOR EVALUATIONS**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/Links to an external site.> Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/Links to an external site.> Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/Links to an external site.>