

MUSI 1306 CLASS POLICY ONLINE SPRING 19 (Prof. Sparks)

Attendance

- 16 weeks of classes (ONLINE) + Final Exam
- If you log in to our class regularly, you will be successful in this class and all of your classes.
- IF you missed more than 6 hours (2 weeks) of class time (logging in), the instructor can drop you from the class.

Connect for Education

- As stated in the "Syllabus" this where your Text, Quizzes, Musical and Video examples are located.
- Acquire your access key immediately.
- Review the material for each class session (before).
- Listen to all musical and video examples, along with viewing the "flashcards" before taking the assessment.
- Take notes each week to help you study for Quizzes, Mid-Term and Final.
- You are responsible for ALL ASSIGNMENTS, QUIZZES and TESTS located here.

Desire 2 Learn (Learning Management System)

- This is a ONLINE class with all information (Announcements/Emails) on line through D2L (Desire 2 Learn).
- **Syllabus**, **Class Schedule** and **Class Policy** are located here.
- There are various **Help** files and videos online that you can view to assist you. Go to LSC-Online, then click the "STUDENT HELP" Tab.
- OTS (Office of Technology Services)
 - 24 hr access: Phone: 1-866-614-5014 ; online@lonestar.edu
- IF YOU NEED HELP, JUST ASK ME OR ONE OF YOUR CLASSMATES!!!!!!
- Post a "Question" in the "Discussion Forum" or send me an email in D2L.
- This is where you will be able to view your FINAL GRADE.

Assignments (Quizzes, Tests, Assignments, Concert Reviews)

- All Quizzes on "Connect for Education" have an unlimited time limit.
- The Mid-Term and Final Exam has a 2 hr time limit and are open on 1 day only (12:00 AM-11:59 PM). Check the "Syllabus" and C4E for the date.
- All weeks and units of Quizzes, Assignments and Assessments are open on the first day of classes. Each week, they will close on the following Monday at 11:59 PM. You cannot make them up.
- View the Class Schedule for this information.

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Extra Credit

- Opportunities will be given at the instructors discretion.

Communication

- The best form of communication with me is email through the Desire 2 Learn(D2L) Online System (<http://www.lonestar.edu/lsc-online/>).
- Send all emails, appointment requests, etc related to this class through Lone Star Online (D2L). Always communicate with me using D2L. This is where I determine your Final Grade
- ALL EMAILS must have a "Subject" which relates to the content of your email. I should be able to see what the content of each email is about by looking at the Subject line. This helps you and I when we are searching for an email especially to verify an issue.
- Check the "**NEWS**" section on D2L (front page) daily. This is where I will post IMPORTANT INFORMATION throughout the semester.

Evaluation & Grading

Evaluation

Course Activity	Percentage of Final Grade
35 Assessments	37%
5 Assignments	17%
Midterm Exam	23%
Final Exam	23%

Grading

A fixed grade scale is used, so that it is possible for everyone to do well.

A	90 - 100%
B	80 - 89.99%
C	70 - 79.99%
D	60 - 69.99%
F	Below 60%