MUSI 1310 CLASS POLICY ONLINE SUMMER 24 (Prof. Sparks)

Attendance (10% of your total grades)

•6 weeks of classes (ONLINE) + Final Exam
•Every week you must check into "Qwickly Attendance" on D2L (under Course Activities).
•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 2 weeks of class time (logging in), the instructor can drop you from the class.
•**IT IS YOUR RESPONSIBILITY TO DROP THIS CLASS.**

Connect for Education (90% of your total grade)

•As stated in the "Syllabus" this is 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 music and video examples and view the "flashcards" before taking the assessment.
- You are responsible for ALL WRITTEN ASSIGNMENTS, QUIZZES and TESTS located here.
- Make sure YOU take notes as you study each lesson to prepare for the Mid-Term and Final Exams.

Desire 2 Learn (Learning Management System)

•This is an ONLINE class with all information (availability) and attendance (will be completed) online through D2L (Desire 2 Learn).
•**The 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, LET ME KNOW OR POST A QUESTION IN THE DISCUSSION!!!!!!

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- This is where you will be able to view your **CURRENT GRADE**. It will be updated each week starting on Tuesday.

Assignments (Quizzes, Tests, Assignments)

- All Quizzes on "Connect for Education" have an unlimited time limit and 3 attempts. Take advantage of this opportunity and get the maximum grade on each quiz.
- The Mid-Term and Final have a 2-hour time limit and 2 attempts.
- This is a self paced class and all materials with be open on the first day of class.

WRITTEN ASSIGNMENTS

•All "Written Assignments" must be submitted as a paper. Acceptable formats are "Word" or PDF. No other format will be accepted.

•All "Written Assignments" must include an MLA heading.

MLA Heading (for this class)

Name (Your Name)
Professor (Professor Sparks)
Course (MUSI 1310-2803)
Date (Day Month Year)

- Always 'REVIEW THE RUBRIC" for each "Written Assignment" to be sure to submit all the requested information.

Communication

•The best form (the only way) 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). I will not respond to emails from your personal email after the

first week of class.

- ALL EMAILS must have a "Subject" that relates to the content of your email. DO NOT hit REPLY and place information about different content. I should be able to see what the content of each email is about by looking at the Subject line.
- Check the "**ANNOUNCEMENTS**" section on D2L (front page) weekly. This is where I will post IMPORTANT INFORMATION throughout the semester.