MUS 100 / Online Course
Fundamentals of Music Notation
Spring 2016

Instructor: Jacob Adler
Contact: Jacob.Adler@asu.edu
Course Website: https://herbergeronline2.asu.edu/musicfundamentals
Technical Support: https://herbergeronline.asu.edu/help

Description
This online course introduces basic concepts of music notation, theory and aural recognition. No prior musical experience is necessary. Topics include note names, building scales, identifying intervals, key signatures, and rhythm and meter. Aural recognition is stressed throughout the course. (Students should be aware that the ability to develop aural skills varies from person to person. Some students will need more time and practice to become proficient.)

The course is self-paced; work is divided into four quarters. All work must be completed by 11:59pm, ARIZONA TIME by the date listed. Students may move ahead if they wish into the next quarter, as long as they complete the sections on time. The deadlines are:

| Lessons 1-3, Interval Ear Training 1 | 11:59pm, Monday, Feb 1 |
| Lesson 4-5, Interval Ear Training 2, and Midterm | 11:59pm, Monday, Feb 29 |
| Lessons 6-8, Interval Ear Training 3-4 | 11:59pm, Monday, April 4 |
| Lesson 9-10, Interval Ear Training 5, and Final | 11:59pm, Monday, May 2 |

Some material on the site is for practice only, and does not count towards the final grade. However, the instructor strongly suggests the student complete all materials.

Please contact the instructor if you need assistance. The instructor will handle all questions related to course content, including concepts, exercises, lessons, and quizzes/exams.

For all computer-related issues and technical questions concerning the course website, please contact Herberger Online. You may use the “Submit a Help Request” button on the course Help page or go directly to https://herbergeronline.asu.edu/help for assistance.

Technical support is available Monday – Friday, 8am to 5pm. Please allow adequate time for Herberger Online to respond to your message. If you send the message outside of these hours, you may have to wait until the next business day to receive a response.
**Workload:**
Students should expect to devote at least 2 hours to each lesson of this course.

**WARNING!** The material starts relatively easy and becomes progressively more difficult. The student may need to devote more time to the final lessons. Please plan and budget your time accordingly. Do not wait until the last minute to finish the exams.

**Quizzes and Exams:**
There will be 10 quizzes in the course: 1 for each of the 10 lessons. Each quiz has a time limit of **36 minutes**. It is recommended that you complete the quiz for a particular lesson after you have completed that lesson, while the material is fresh in your mind.

In addition to the quizzes, there will be 2 exams in the course: a Midterm and a Final. Each exam has a time limit of **102 minutes**.

All quizzes and exams will be taken online through the course website. Do not use a wireless internet connection when taking quizzes or exams. **Verify that your computer is properly functioning before taking an exam.** Students are responsible for ensuring that their computer is functioning correctly. The course allows ample time to study and complete all material. **No assignment, quiz or exam resets will be allowed for any reason EXCEPT for documented technical problems from ASU technical support.**

You will be issued a unique receipt number for every successfully submitted quiz or exam. Please retain that number as proof of your successful completion of that assessment. Your score will be posted on the Grades page upon successful submission, but that unique receipt number will help Herberger Online locate your submission should an error occur.

**PLEASE NOTE!** **Course content will be unavailable while you are taking a quiz or exam.** Once you enter the quiz/exam, you will **NOT** be able to access course materials on the website.

Please refrain from opening any additional tabs/windows on your browser while taking a quiz or exam, as this could cause your submission to be unsuccessful.

**Resets**
Should you encounter technical difficulties while taking a quiz or exam, DO NOT SUBMIT the assessment. Successful submissions must stand as posted and cannot be removed.

Instead, exit your browser and attempt to fix the problem (move to a different computer or contact Herberger Online via https://herbergeronline.asu.edu/help). Then, once the issue has been resolved, return to the Quizzes/Exams page to reset the assessment. The system will know that you are eligible for a reset and you just have to follow the links provided. This will allow you to start the quiz/exam over again.

Resetting a quiz/exam means the system will create a new quiz/exam for you. Any answers you provided before are already lost; you will be starting over again. Only one reset per quiz/exam is allowed, and only two resets are allowed for the semester.
**Grading Scale**

Each of the 10 quizzes is worth 60 points, for a total of 600 points (making quizzes worth 64% of your overall grade in the course). The Midterm and Final exams are each worth 170 points, for a total of 340 points (making exams worth 36% of your overall grade in the course).

<table>
<thead>
<tr>
<th>Numeric grade</th>
<th>Letter grade</th>
<th>Numeric grade</th>
<th>Letter grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>912-940</td>
<td>A+</td>
<td>752-789</td>
<td>B-</td>
</tr>
<tr>
<td>884-911</td>
<td>A</td>
<td>724-751</td>
<td>C+</td>
</tr>
<tr>
<td>846-883</td>
<td>A-</td>
<td>658-723</td>
<td>C</td>
</tr>
<tr>
<td>818-845</td>
<td>B+</td>
<td>564-657</td>
<td>D</td>
</tr>
<tr>
<td>790-817</td>
<td>B</td>
<td>Below 563</td>
<td>E</td>
</tr>
</tbody>
</table>

**Technical Requirements:**
Access to a high-speed Internet connection is required to take this course. There are numerous video and audio clips that will require this. Access to a non-wireless, high-speed Internet connection is required for test taking. The examinations will include audio and still images. Adequate bandwidth is essential. Because this course is entirely delivered via the Internet, you are responsible for making sure that the computer you use to access all course materials can adequately handle those materials. You should also ensure you are using the most up-to-date version of your preferred Internet browser. Finally, please use headphones or stereo speakers when listening to musical examples. Built-in computer speakers offer poor sound quality, and may reduce scores on assignments. For more information on requirements, please see the course Help page.

If your computer breaks at any time during the semester, it is your responsibility to locate Internet access for all course lessons, quizzes, exams, etc.

PLEASE NOTE! You are strongly encouraged not to enroll, or to drop immediately, if you do not have computer experience, if you are not willing or prepared to assume the added responsibility of a computer-based course, or if you plan to be away from a computer site with internet access for an extended period of time during the semester.

Necessary required skills include downloading mp3 audio files as well as digital video clips, surfing the net, conferring via email, and other intermediate computer knowledge.

**Student Conduct:**

All students are expected to abide by the ASU code of student conduct, which is available at: [https://eoss.asu.edu/dos/srr/codeofconduct](https://eoss.asu.edu/dos/srr/codeofconduct), and the Student Academic Integrity Policy, which can be found at: [https://provost.asu.edu/academicintegrity](https://provost.asu.edu/academicintegrity). No collaboration or use of outside sources of any kind is allowed on any tests,
assignments, etc. This includes viewing the course website while taking the exam, listening to audio excerpts on another student's exam, discussing the exam with another student before taking it, and other such behavior. The exams are not open-book or open-note. All words and ideas included in your work that are not your own must be cited. Any violation of this policy will result in sanctions and may result in further disciplinary action. Sanctions may include failure of the course (E), failure by reason of academic dishonesty (XE), and others as outlined by the ASU policy. All violations of the Code detected during the term will be sanctioned, even if the assessment has already been graded and points assigned. Do not share your course ID and password with anyone. Log out of the course website when you are finished with it. Do not allow another student to use the course website under your password, even if s/he is also in the course. Each student is fully responsible for all activity that takes place on the course website under his/her password.

Special Accommodations:
To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (Phone: (480) 965-1234; TDD: (480) 965-9000). This is a very important step as accommodations cannot be made retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, please present the letter to me no later than the end of the first week of the semester so we can discuss the accommodations that you might need in this class.

Adding, Dropping, and Withdrawing
Registration deadlines have been established by the University and the Herberger Institute for Design and the Arts; the instructor cannot make exceptions to them or change them. Please refer to the University Academic Calendar for all important deadlines: http://students.asu.edu/academic-calender.