

SYLLABUS: MUS 354, BEATLES

SLN #11137 (#13901 for online degree students)

Spring 2019, Session A (01/07/19 - 02/26/19)

Website: <https://beatles.hol.asu.edu/> - This course will NOT be available through Blackboard.

Please note - you will be assessed in three required areas in this course:

1 - Exams 1, 2, 3 & 4 (see Section 8 below)

2 - Topic Assignments 1A-1C, 2A-2C, 3A-3C & 4A-4C (see Section 14 below)

3 - Discussion Questions 1 & 2 (see Section 15 below)

Important assessment opening and closing dates; **please mark the following deadlines in your calendar:**

Course Component (Assessment)	Opens (Is Available Online)	Closes (Is Due)
Unit 1 and 2 Assessments: Topic Assignments 1A, 1B, 1C Topic Assignments 2A, 2B, 2C Discussion Question #1 Exams 1 & 2	Monday, Jan. 7, 2019	
Topic Assignments 1A, 1B, 1C Exam 1	Monday, Jan. 7, 2019	Friday, Jan. 18, 2019 before 11:59pm AZ time
Topic Assignments 2A, 2B, 2C Discussion Question #1 Exam 2	Monday, Jan. 7, 2019	Thursday, Jan. 31, 2019 before 11:59pm AZ time
Unit 3 and 4 Assessments: Topic Assignments 3A, 3B, 3C Topic Assignments 4A, 4B, 4C Discussion Question #2 Exams 3 & 4	Friday, Feb. 1, 2019	
Topic Assignments 3A, 3B, 3C Exam 3	Friday, Feb. 1, 2019	Tuesday, Feb. 12, 2019 before 11:59pm AZ time
Topic Assignments 4A, 4B, 4C Discussion Question #2 Exam 4	Friday, Feb. 1, 2019	Monday, Feb. 25, 2019 before 11:59pm AZ time
No late assessments will be accepted!		

SECTION 1: ACADEMIC CALENDAR

Classes begin	Jan. 7, 2019
Drop/Add Deadline	Jan. 8, 2019
Tuition and Fees 100% Refund Deadline	Jan. 13, 2019
Course Withdrawal Deadline	Jan. 25, 2019
Complete Session Withdrawal Deadline	Feb. 26, 2019
Classes End	Feb. 26, 2019, 11:59pm, AZ time
Final grades submitted	Mar. 1, 2019, before 10:00pm, AZ time

- For additional university deadlines and important dates for the Fall 2019 term, please visit: students.asu.edu/academic-calendar.

SECTION 2: HERBERGER ONLINE

- The Herberger Institute for Design and the Arts Herberger Online team (holsupport@asu.edu) handles all computer-related issues and technical questions including test resets, exam problems, and grade compilation.
- Herberger Online has merged their support team with the ASU Help Center. The Herberger Online email address (holsupport@asu.edu) and 1-888/298-4117 phone number (internationally at 480/965-3057) connect to a front-line team at the ASU Help Center that has been specially trained to support Herberger Online courses. They are able to resolve many common issues right away without involving Herberger Online. Issues that can't be resolved at the ASU Help Center are then escalated up to Herberger Online -- their process requires between 1-2 business days (depending on complexity and current caseload) to investigate and follow up with a student.
- All technical support channels are available 24 hours a day, 7 days a week, 365 days a year. You can also reach technical support from the Service tab in MyASU. When requesting assistance, please be sure to include the class you are in (Beatles), the title of any assessment you are having trouble with, a brief description of the problem, and provide your email address as part of your signature in order to facilitate a response.
- With a class this large, your patience is appreciated while waiting for Herberger Online and the ASU Help Center to respond. Responses from computer support may come after an assessment deadline.

SECTION 3: INSTRUCTOR

- Mike Shellans, Senior Lecturer (Music Building East, E463, 480/965-0384 (messages only), mike.shellans@asu.edu)
- Please contact Instr. Shellans by email only for assistance. Because this class is fully online, and does not meet live, no on-campus office hours are held.
- Instr. Shellans handles questions regarding lecture materials and course and assessment content (not computer resets).
- **Please do not contact Instr. Shellans with computer-related or technical issues. You will receive a response directing you to Herberger Online.** Instr. Shellans teaches music, is not a computer programmer, and does not have the expertise to answer computer-related or technical questions. Please contact Herberger Online at holsupport@asu.edu with all questions in that area.

SECTION 4: TECHNICAL MINIMUMS

- This class is not accessible through Blackboard. Please visit the class home page at <https://beatles.hol.asu.edu/> to begin the course.
- For information regarding your username and password, please visit Herberger Online at <http://herbergeronline.asu.edu/services/accounts.php>. You can also email the Herberger Online staff at holsupport@asu.edu for assistance with logging on, or other technical issues.
- Because this course is delivered entirely via the Internet, you are responsible for making sure that the computer you use to access all course materials meets or exceeds the specified computer minimum qualifications as listed on the course website.
- Due to the high media content of this course, you will be required to set up and configure a media player that will consistently play the mp3 files and the mp4 digital clips delivered via the course website.
- If your computer breaks or Internet access quits at any time during the semester, it is your responsibility to locate Internet access for all lectures, assignments, and exams. **No make-up assignments or make-up exams will be given because your "computer doesn't work" or due to "operator error" on your part!**
- You are highly 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 for an extended period of time during the semester.
- Necessary required skills include the ability to download mp3 audio files as well as digital video clips; surf the 'net; communicate via email, and other intermediate computer knowledge. If you believe you are unable, or if you are unwilling, to devote the time necessary to complete this course to your satisfaction, please consider dropping this class as soon as possible.

SECTION 5: DISABILITY RESOURCE CENTER

- To request academic accommodations due to a disability, please contact the ASU Disability Resource Center before starting the course and prior to contacting the instructor or staff. This is a very important step, as accommodations

cannot be made once an exam has been taken. The center can be reached at www.asu.edu/studentaffairs/ed/drc/#, 480/965-1234, TDD: 480/965-9000.

- If you have a letter from the center indicating that you have a disability that requires academic accommodations, please scan and email the documentation to mike.shellans@asu.edu no later than the end of the first week of the semester, or have DRC personnel email the documentation on your behalf.
- Please contact Herberger Online immediately with questions regarding online accommodations. No special accommodations can be given without prior official DRC documentation.

SECTION 6: REQUIRED TEXT BOOKS AND READING ASSIGNMENTS

- The required texts for this course are 1) *Who is the Greatest: Elvis or The Beatles?*, by Shellans and Slater, published by Dorset Group, and 2) *The Beatles Anthology*, by The Beatles, published by Chronicle Books.
- Either the eBook, 1st or 2nd edition of the Shellans and Slater textbook will work, so you may choose which edition to purchase. If you choose the first edition, please see Section 21 at the end of the syllabus for important additions and corrections. The eBook and 2nd edition of the text needs no addendum.
- Several Topic Assignment and Exam questions will be drawn from the assigned readings below. Please read **each and all** of the Required Reading Assignments as specified below, and take notes on unique and important (testable) information as you read. Textbook readings and textbook-derived exam questions may not follow the exact chronology of the audio lectures.
- You will only be tested on sections of *Who is the Greatest: Elvis or The Beatles?* that pertain specifically to this class, although peripheral material may prove informative and entertaining.
- Textbooks can be purchased directly from the ASU Bookstore, Amazon.com, eBay, and other online sources. Please visit the ASU Bookstore online at <http://bookstore.asu.edu/asutext/home.aspx>, or call the bookstore at 480/965-3191 to order the texts. Please email Christopher Hanks (hanksc@asu.edu) if you need ASU Bookstore assistance.
- You must have the texts in-hand before your first assignment deadline and first exam occur. **No make-ups or extensions will be given because you failed to acquire the texts in a timely fashion.**

Required Reading Assignments are:

For Topic Assignment 1 and Exam 1:

Who is the Greatest: Elvis or The Beatles?: Preface, Prelude, Chapters 1 & 2
The Beatles Anthology: pp. 7-110

For Topic Assignment 2 and Exam 2:

Who is the Greatest: Elvis or The Beatles?: Chapters 3 & 4
The Beatles Anthology: pp. 111-250

For Topic Assignment 3 and Exam 3:

Who is the Greatest: Elvis or The Beatles?: Chapters 5 & 6
The Beatles Anthology: pp. 251-312

For Topic Assignment 4 and Exam 4:

Who is the Greatest: Elvis or The Beatles?: Chapters 7 & 8, Appendix A & B, and Conclusions
The Beatles Anthology: pp. 313-357

SECTION 7: CONTENT / OBJECTIVE / STUDY TIPS

This instructor-created survey course covers the musical elements and historical background of The Beatles through four chronological phases as follows:

- Phase One (1958-63) examines the formative and early song writing years, with initial success in Britain.
- Phase Two (1964-66) begins with the very successful pop songs and American tours and continues through their early studio experiments.
- Phase Three (1967-68) focuses on their psychedelic period, examining their studio concept albums.
- Phase Four (1969-70) concludes with an emphasis on individual composing styles and final recordings.

- The objective of this class is to examine in detail perhaps the most important Rock band in the history of Popular music through their songs and lives. Special attention will be given to musical styles, influence and impact, and important people with a chronological approach from early recordings to final releases.
- Listening examples are drawn from popular recordings and rarities. Also discussed are instruments used, studio innovations, vocal techniques, song writing processes, and musical personalities.
- Successful completion of *Beatles* should provide you with a plethora of song, album, style, and artist information, coupled with a deeper understanding of the group's standard and unreleased repertoire.
- On the materials page of your course website is a Study Tips section noting what materials to emphasize in your exam study. Please be sure you also carefully review the notes you have taken from the online audio lecture materials, as that is the meat of the course.
- Any posted lists of songs, artists, albums, unit objectives, or other information in the Classroom section of your course website can be used as guides to create your own study plans. There will be no other outlines or study guides available for this class.

SECTION 8: EXAMS

- There will be four exams, which are all online, and are not cumulative or comprehensive; there is no separate "final" exam. Exam 1 corresponds to Unit 1 of the audio and posted song/artist outline; Exam 2 to Unit 2, and so on. No exams will be dropped.
- For each exam, the computer randomly chooses all questions from a large question bank, so no two exams will be exactly alike. **All exam questions are drawn directly from the audio lecture materials and assigned textbook readings.**
- Each exam will be 30 questions, which are worth 1 point each, so 30 total points are possible per exam. Exams will consist of approximately 20 multiple-choice questions, and approximately 10 questions related to audio examples.
- Each exam will have a time limit of **50 minutes** in which to finish, and **you must keep track of your own time**. You will lose .5 points as a penalty for every minute you go over 50, and no overtime penalty points can be removed under any circumstances.
- You will be issued a unique receipt number for every successfully submitted exam, and **you must retain that number until final grades are posted as proof of your completed submission**. Please email Herberger Online if your score is not posted on the course Grades page within 28 hours after you complete an exam.

NOTE: Once you enter the 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 an exam, as this could cause your submission to be unsuccessful. You will need to study and access all your specific section lectures before each exam opens. There will be no access to these materials for any students while the exams are online, no exceptions, and we appreciate your understanding and cooperation.

SECTION 9: ON-SCREEN TIMER

- There will be an on-screen timer present during exams in this course, which will count down from the exam time limit to zero. This timer is not official, and is intended only as a visual aid to give you an estimate of how much time you have left to complete your exam. **The time will NOT automatically shut off your exam after 50 minutes!** The only times that matter are the start and end times as recorded by Herberger Online's servers, and those are the official times that will be used to calculate any and all overtime penalties. **You must monitor and keep track of your own time!**
- No points will be added to an exam score, and no exam grade will be changed, based on the state, or the claimed state, of the timer. Please do not spend any time taking screenshots or photographs of the exam page in an attempt to prove you were under the time limit, as it's not the official exam time. Herberger Online tracks all of your login information, including start times and durations.
- When the exam timer reaches zero, it will stop counting down and will display a message to let you know you have likely exceeded the exam time limit. The timer will not show you how much additional time you are taking, and will not calculate your overtime penalty during the exam. If the exam timer reaches zero before you are finished with your exam, simply complete the exam as quickly as you can; just be prepared for the possibility of losing points for exceeding the time limit.

- You will never be kicked out of an exam, and **no exam will ever be submitted automatically by the system**, because of the timer or otherwise. **Do not contact the instructor or tech support with any such claims.**
- The existence of an exam timer means it is very important that you do not leave an exam in progress, open any other Internet pages, or try to refresh the exam page. Leaving the exam, or reloading it, could cause the timer to reset itself, making it look like you have more time left than you actually do. Again, the only times that matter are the start and end times recorded by Herberger Online's servers. Any manipulation of the timer—accidental or otherwise—will not affect the recorded start and end times on your exam receipt.
- If you do NOT see the timer, or **if you encounter any other technical difficulties during your exam, do not take the exam!** Please log out and either reset your exam, or immediately contact Herberger Online (holsupport@asu.edu) for assistance.

SECTION 10: TESTING PROCEDURES

- Once the assignments and exams open, you can proceed at your own pace, within the posted deadlines. **No late or make-up assignments will be available after the posted times and dates**, and any make-up exam requests after the deadlines have passed will require documentation as detailed in Section 12 of this syllabus.
- Visit <https://beatles.hol.asu.edu/> to login and access an exam. Please remember it is your responsibility to correctly note in your calendar the deadline dates and times of all Exams, Discussion Questions and Topic Assignments.
- **It is your responsibility to locate reliable Internet access during the exam.** Make-ups will not be available for students who claim computer difficulties on their end.

To avoid complications while taking an exam, please keep the following in mind:

- It is best to login to the exam and complete it without leaving the exam page at all. Opening other tabs or windows, especially pages from the class website, can lead to problems when submitting the exam.
- Do not reload/refresh the exam page during the exams.
- Avoid logging into or out of any other ASU page (myASU, etc.) during the exam, as your login session is tied to your ASU account, and logging out of any other ASU page during the exam will log you out of the exam as well. In other words, treat this like an exam in a normal classroom: login and start the exam, and don't do anything else until you've finished it.
- Most of the technical problems Herberger Online encounters regarding exams stem from students opening multiple tabs, or logging in and out of the class during an exam.
- Please allow yourself at least 40-45 minutes to both read the exam entrance page, and complete and submit the exam itself. Starting the exam during the last day or close to the submission deadline is not recommended, as you may encounter technical difficulties with little time left in the course. **Please do not wait until the last minute of take your exams!**
- Tests will not be accepted in printed form, or via email, or email attachment. Please do not use iPhones, Blackberries, iPads, or any other palm devices to take an exam, and wireless connections are not recommended.

SECTION 11: ACADEMIC DISHONESTY

- Exams for this course are not considered “open book” exams; therefore, you should NOT use any written, electronic/online, or other notes during the exam itself. No other web pages (other than the exam itself should be open while you are taking an exam), so do not open any additional web pages from the course or other locations. This includes viewing downloaded course website information while taking the exam, having any Internet sites open other than the exam link, listening to audio excerpts while accessing another student’s exam, using notes during an exam, and similar behavior.

Do NOT, for any reason, navigate away from an exam once you have opened it! No other web pages should be open, and no other computer should be accessed, while taking an exam. Accessing, or attempting to access course lectures or any other course page while you are taking an exam, or opening new browsers, are in violation of academic honesty.

- Tests are not to be taken as a group effort; therefore, you should NOT discuss the exam with other students before or while taking an exam, nor should you collaborate with other students while taking exams.

- Do not give your ID or password to anyone else, and do not allow anyone else to access or take exams or assignments in your name.
- Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

*Do NOT submit false or incorrect information to the instructor or staff. This would include completing and submitting exams or assignments in an impossibly brief or unrealistic timeframe compared to the amount of time typically required to do the work (as determined by the instructor or staff). **Please remember that Herberger Online retains complete and accurate records of all your activities while logged onto this course.***

Any academic violations will result in sanctions and possible additional disciplinary action. All violations detected during the term, either electronically or by other means, will be sanctioned, even if the exam has already been graded and points assigned. As noted, our computer logs record all student interactions with the course website, and Herberger Online randomly and specifically screens these logs for evidence of collaboration and cheating. If such activity is observed, either physically or through computer records, all students involved will be called to account for their actions. There will be no exceptions to these procedures, or leniency regarding these policies.

Students found cheating will be sanctioned in accordance with the student code of conduct and the rules against academic dishonesty upheld and enforced by Arizona State University. For more information, visit:

<https://provost.asu.edu/academicintegrity>

<https://provost.asu.edu/sites/default/files/AcademicIntegrityPolicyPDF.pdf>

SECTION 12: RESETS AND MAKE-UP EXAMS

- Because this course is fully automated, we do not have “extensions” available, only make-up assessments.
- Please note that Herberger Online retains all student login information (IP address, time spent online for every audio lecture, and assessments opened and closed).
- At the time of your make-up request, if you are **not** sufficiently engaged (participating) in the course (logging in frequently, listening to audio lectures and attempting, completing and submitting assessments), you will **not** qualify for make-up consideration.
- If you experience any personal, computer, or technical problems during an exam, DO NOT “JUST GUESS”, OPEN ADDITIONAL WINDOWS, OR SUBMIT THE EXAM, as that grade must stand as posted! Instead, exit your browser and attempt to fix the problem by restarting your system, or moving to a different computer. If you cannot remedy the issue, contact technical support by emailing holsupport@asu.edu, or click on the 'Submit a Help Request' button on the course Help page. Once the issue has been resolved, return to the Exams page on the course website to reset your exam.
- You can reset your Exam if you have technical problems on your first submission. You are not allowed a second reset on an Exam. We recommend, in these cases, that you restart your browser before you try to reset the exam. Typically, you can reset exams by yourself simply by logging back into the exam as you normally would. When you go back to the Exams page, the system will know that you need a reset, and you just have to follow the links provided.
- Resetting any exam means the computer will be creating a new exam for you. Any answers you provided before are already lost, and you will be starting over again. All exams draw random questions from a question bank, so you will not get the same exact questions in the same order again.
- Exams that have been submitted CANNOT be reset, and those grades must stand as posted. **There are no do-overs or retakes on submitted exams under any circumstances! Please DO NOT email Instr. Shellans if you have computer or technical issues, as he cannot answer computer-related questions or accept computer-generated or emailed assessments.**
- Resets are only available for students experiencing technical difficulties while testing online. Only one online reset per exam is allowed, and only two resets or make-ups per student per semester on two different exams are allowed. If you are not able to successfully submit your reset exam due to technical reasons verifiable by Herberger Online, you may have the option of an essay-style make-up exam. Students must present verifiable documentation

regarding illness, or other personal issues. The instructor reserves the right to substitute an online make-up exam with an essay-style make-up exam at any time without question.

- Students should email the instructor if they miss exams related to religious observances/practices in accordance with [ACD 304-04](#), “Accommodation for Religious Practices”, and/or incur absences related to university sanctioned events/activities in accordance with [ACD 304-02](#), “Missed Classes Due to University-Sanctioned Activities”.
- Make-up assessments will only be available to students who are engaged in the course at the time of the request (logging in frequently, listening to audio lectures and attempting, completing and submitting assessments).

SECTION 13: MAKE-UP EXAMS

- If you experience a personal or professional situation causing you to miss an exam, and you have been regularly engaged (participating) in the course (logging in frequently, listening to audio lectures and attempting, completing and submitting assessments) and require make-up consideration (not because of a computer or technical issue-handled by Herberger Online), please email Instr. Shellans at mike.shellans@asu.edu and be prepared to present, via email response, scanned official documentation accounting for the missed exam. Documentation must be on printed or company letterhead (with an official logo, not your personal letterhead), and must contain a contact name and telephone number. Some examples of acceptable documentation include:
 - 1) Records from a doctor or hospital if you are or someone from your immediate family is ill (diagnosis information redacted).
 - 2) A funeral announcement from a church or funeral home if someone from your immediate family died.
 - 3) An airline ticket containing your unique information that reflects travel during the exam period.
 - 4) An employer letter if you are required to miss exams for business or work-related duties.
 - 5) A letter from your coach or academic advisor detailing your sport, days absent, and reasons why you were unable to obtain Internet access during the exam period.
 - 6) Any other verifiable documentation, which details specifics as to why you were unable to complete and submit your exam during the several weeks, it was available, and why you are now requesting an essay make-up exam.You must contact Instr. Shellans as soon as possible for make-up consideration; please be sure to indicate which class you are in (Beatles).
- No make-ups will be given until our staff has completed phone verification of your official document. After receipt of this document and our verification of its contents, we will contact you again via email with specific make-up instructions.
- Under certain situations, essay-style make-up exams may be substituted at the instructor’s discretion. Instr. Shellans reserves the right to substitute an essay-style make-up exam for an online exam, depending on the student’s specific academic and/or technical circumstances. For essay-style make-up exams, all submitted documentation will be checked for authenticity; those who submit false documentation will be sanctioned according to the Student Code of Conduct. Please do not submit false documentation.
- The score for this paper will act as the score for the failed reset, or as your make-up exam. All words and ideas included in your essay exam must be your own and not cut and pasted from the Internet or other sources, or sanctions will be levied as per the Student Code of Conduct. All essay-style make-ups for Exam 4 must be secured by instructor permission only, and are only allowed under specific, documented circumstances. There will be no exceptions to this procedure, so please don’t ask!
- No make-up assessments will be available once the semester has ended, or after final grades have been posted.

SECTION 14: AUDIO LECTURE NOTES AND TOPIC ASSIGNMENTS

- A link to the Audio Lectures and related song/artist outlines is on the Classroom page of the course website. Please use this link to access course content information, and use the information presented to build your own study guides. No other guides, notes, or outlines will be available. **The audio lectures are the meat of the course, and the source for the majority of the exam questions.**
- The Topic Assignments are separate, required homework, and will **not** be revisited on the exams. Format will include five multiple choice questions with six possible answers each drawn from provided video clips or specific text pages. No late or make-up assignments will be available after the posted deadlines, no exceptions.
- Via a link on the Exams/Assignments page, three Topic Assignments will be available during each of the four testing periods (12 assignments total, 5 points each, 60 total points available). For example, Section 1 of the course will

have Topic Assignment 1, parts 1A, 1B, and 1C; Section 2 will have Topic Assignments 2A, 2B and 2C, and so on. Each of these parts will have five questions, and the assignments consist of reading and/or video clips. All twelve Topic Assignments are required.

- There is no time limit when an assignment is open; however, if you leave the assignment page, or if you open a new page or tab while it's open, any answers you provided will be lost and you will need to start over again. Resetting any assignment means the computer will be creating a new assignment for you. Assignments are drawn randomly from a question bank, so you will not get the same exact questions again.
- It is suggested you do your work as early in the course timeline as possible to avoid any issues that might arise. Student inactivity, tardiness, or confusion regarding important dates and deadlines cannot be used as an excuse to obtain late or make-up assignments.
- Please do not have any other web pages open, including multiple assignments, when submitting a specific Topic Assignment. Once a Topic Assignment has been submitted, that grade must stand as posted. No submissions will be accepted via email or beyond the due date.
- Points for these assignments will be added to the course grade checker automatically upon submission. If you do NOT receive a receipt number upon submitting a Topic Assignment or exam, consider it a FAILED submission. In other words, Herberger Online did not receive your Topic Assignment or exam on its server. If Herberger Online does not receive your Topic Assignment or Exam, you cannot be given a grade, even if you did attempt unsuccessfully to submit the Topic Assignment or Exam. If you believe your submission was successful but you did not receive a receipt number, you may fill out a problem report or email Herberger Online requesting verification of your submission.
- Be sure to **keep a record of all of your Topic Assignment and Exam receipts**. The instructor will not accept any emailed Topic Assignments. It is your responsibility to locate reliable Internet access in order to submit Topic Assignments before each posted deadline.
- In order to preserve the integrity of the assignments and exams, we cannot email you the exact questions you missed; we can summarize for you upon request. Please email Instr. Shellans for assistance.

SECTION 15: DISCUSSION QUESTIONS

- Participation in **two** discussion forums, covering significant musical and historical topics, **will be required** as part of this course. Discussion Questions must be completed and submitted by the posted dates. Please note these dates in your calendar. Discussion links can be found at the top of the class home page.
- Each Discussion Question is worth 10 points. When you submit your first original post in each of the discussions, you will automatically receive the full 10 points, and your grade will appear on the Grades page of the site. The instructor will then review your submission for length, authenticity and content, adjusting points as necessary.
- Your instructor may review your post **at any time during the semester**, and may decide to deduct points from your score if your post is not your own original work, is not substantive, or fails to address the actual subject of the writing prompt. **No Discussion Question submissions will be accepted via email.**
- You will receive credit for your first post in each discussion area. While you are able to post responses as many times as you want, only your first post will be graded, and any subsequent submissions will be deleted. Only original posts will receive credit, and you will not be given any grade on comments you leave in the forums.
- You will not be able to view the posts of other students before submitting your own, original post. Once you post, you will be able to read through the work of others and leave comments if you wish.
- You must write **a minimum of 150 words** to be considered for full credit. Posted grades will have points deducted if this requirement is not met.
- Please read the Discussion Questions carefully, and address the specific topics as posted to receive credit. You will not receive credit for off-topic verbiage, or lengthy quotes drawn directly from outside sources. Your discussion responses must consist of at least 150 words, and you must use your own words and thoughts. Please remember that once you submit an assessment, that grade must stand as posted, pending review by the instructor.

SECTION 16: POINTS AND GRADING

Grades are based on points earned in each of three course components, and the points for those components are determined as follows:

120 points for Exams (4 exams @ 30 points each)
60 points for Topic Assignments (12 assignments @ 5 points each)
20 points for Discussion Questions (2 questions @ 10 points each)

200 total points possible

To determine your grade, refer to the following scale:

180 to 200 points = A
160 to 179 points = B
140 to 159 points = C
120 to 139 points = D
0 to 119 points = E

- Total points earned, not percentages, determine grades, and this scale is set in stone. **No bumps up or pushes of any type exist in this course. There are no other grading curves, or any additional extra credit points or assignments available for this course-** thank you for not asking!
- Grades cannot be posted or reported early. The Pass/Fail option is not available for this course. No plus/minus grades are currently available for MUS 354. Sorry, we are not offering Honor's Contracts at this time.
- **No exceptions will be given under any circumstances whatsoever to the above policies, so please do not ask. We appreciate your understanding and cooperation, and your willingness to take "no" for an answer when necessary.**

SECTION 17: RECEIPT NUMBERS AND GRADE CHECKER

- If the submission is successful, all submitted Exams, Topic Assignments, and Discussion Questions are given a receipt number via a submission results page. If you do not receive a receipt number for an Exam, Topic Assignment or Discussion Question, that submission has NOT been successful, and you should contact Herberger Online immediately at holsupport@asu.edu for assistance. **If you have no receipt number, you have no grade.** It is your responsibility to print or write out and retain each receipt number you receive for every Exam, Topic Assignment and Discussion Question you submit. This is your official receipt for work completed, so it is important to print and keep these receipts. Inquiries about missing grades sent to faculty, staff, or to Herberger Online cannot be responded to if they do not have the receipt number(s) for the submission in question.
- After each exam period has ended, your grades can be viewed by clicking on the tab for the Grades page. Please allow Herberger Online several hours after each exam period has ended to process and post scores. It is your responsibility to keep track of your status in the course by regularly checking your grades and assessments. **We will not "inform you" of missing or uncompleted assessments, so you must track your own progress.** To calculate your grade during the semester, please subtract your point total from the 200 possible points in the course, and allow for any remaining Exams, Topic Assignments or Discussion Questions. After Exam 4, please visit the Grades page to determine your final score. Please contact Herberger Online if you believe there are discrepancies.

SECTION 18: SIGNATURES, INCOMPLETES AND WITHDRAWALS

- Although most official forms and grade reports can now be handled online, please email the instructor with any other specific inquiries in that area. If you wish to withdraw from this course, it is your responsibility to do so according to the academic calendar. Course registration changes are processed through MyASU at <http://my.asu.edu>. Alternatively, you may speak with your advisor or college major office for complete information regarding Withdraw dates and policies.
- No late W grades are available, as the Herberger Institute does not allow for withdrawals after the official university deadlines. The grade of I (Incomplete) is no longer an option for MUS 354. As per university policy, students do not qualify for Academic W status if they are not doing acceptable or passing work. ASU policy does not allow an instructor to assign a W simply because a student is dissatisfied with his/her grade.

SECTION 19: POLICIES AND PROCEDURES OVERVIEW

1. At the start of the semester, you will be provided with Academic Integrity information when you initially login to this course. You will be asked to "accept" that you have read and will comply with the policy. If you do not agree, you will be referred to the ASU Course withdrawal page. This is ASU policy as established by the Herberger Institute. Cheating of any type will not be tolerated. All necessary and appropriate sanctions will be issued to all parties

involved in plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that are in violation with the Student Code of Conduct will not be tolerated. Please refer back to *Section 10, Academic Dishonesty*, for additional information.

2. With so many students enrolled in our MUS 354 classes, please allow at least 24-48 hours for email replies from Herberger Online. The instructor answers emails between 8:00am and 5:00pm Monday through Friday. Emails received by Herberger Online or the instructor after 5:00pm on Friday may not be answered until after 8:00am the following Monday. Any emails requesting exceptions to the class policies as outlined on this document may not be answered. We also reserve the right to not respond to rude, argumentative, threatening, abusive, or repetitive emails, and to forward them to the proper authorities as necessary. As an ASU student, you are required to use your ASUrite (i.e., student@asu.edu) for course communications. If our reply to you bounces back as "Undeliverable: Returned mail" and/or with, "This message could not be delivered because the recipient's mailbox is full", we will not make a second attempt. This includes any and all course communications, such as make-up verifications and make-up exams. It is your responsibility to make sure you are able to receive ASU emails by clearing your mailbox, or otherwise ensuring ASU and MUS 354 emails can be received unblocked, and not marked as spam.
3. With so many students enrolled in our MUS 354 classes, we must adhere strictly to the policies and procedures as outlined on your syllabus. No deadline extensions of any type are available for MUS 354. Thank you for accepting that there are NO EXCEPTIONS, and for not asking. We also appreciate your understanding in regard to the amount of information provided in this document, and the somewhat brusque/direct nature or tone of this syllabus, all of which is deemed necessary in order to be effective.
4. Please remember that once an Exam, Topic Assignment or Discussion Question has been submitted, that grade must stand as posted, without exception. Never guess at answers or submit a faulty exam, assignment or discussion! Please refer back to *Section 11, Resets and Make-up Exams*, and *Section 13, Audio Lecture Notes and Topic Assignments*, for additional information. **Sorry, as this class is automated, no assessments can be opened early, or grades posted early**
5. Herberger Online handles all technical aspects of this course, and students as well as the instructor must abide by its conclusions in this area. Herberger Online makes no decisions regarding course content, and the instructor makes no decisions regarding computer-related and technical issues.
6. The technology fee helps pay for services provided by the Herberger Institute Distance Learning department, and does not compensate the School of Music or instructor. Please contact the Herberger Institute of Design and the Arts for additional information regarding this fee.
7. This course is listed as repeatable in the course catalogue, and this is because there are a number of music history courses that fall under the course ID number MUS 354. This in no way means you can repeat the same exact MUS 354 course for credit towards your degree program. Instead, it is intended that students may take more than one MUS 354 course, provided each course is on a different subject, such as *Beatles After the Beatles*, *Women Who Rock*, or *Elvis Presley*. **Sorry, no overrides are available for our MUS classes**, and we cannot switch enrolled students between courses.
8. No exceptions will be made to any of the policies as outlined in this document, under any circumstances. Any changes to course information made by the instructor or staff will be posted on the course homepage or via email, and are subject to change at any time, without notice. Please check your ASU email account and both the syllabus and class homepage frequently for updated information and announcements.
9. Please consider this document your contract with MUS 354. By enrolling and participating, you now agree to be obligated to follow the policies and procedures of this Internet course with the same attention and responsibility as you would any on-campus offering. This includes making note of and adhering to any important dates and deadlines. By enrolling and participating, you also agree to abide by all of the terms as outlined without question or complaint; to regularly reread this document as well as the class homepage for new information, to review class policies and procedures, and to check your point totals regularly.
10. Due to the compact nature of this course schedule, this class moves rather quickly. Please note that no make-ups or extensions can be given because of the accelerated nature of this abbreviated schedule. Please commit to completing your course work in a timely fashion. **Do not wait until a due date to begin your assessments!**

11. Please keep in mind that there are a huge and varied amount of musical sources on the Internet containing debatable and sometimes-erroneous information about many of the topics covered in this course. For this class, you will be tested directly on only the information presented on the class website: the audio lectures, as well as the assigned texts. Please disregard all outside sources, as far as your audio lectures and assessments are concerned.
12. Students are required to read and act in accordance with university and Arizona Board of Regents policies, including: The Academic Integrity Policy found at <https://provost.asu.edu/academic-integrity/policy>; the Arizona Board of Regents Student Code of Conduct found at <http://students.asu.edu/srr/code>, and the Campus Safety guidelines found at <https://eoss.asu.edu/dos/Safety>. The instructor reserves the initiate Withdrawal proceedings for any disruptive student under the policies as described in the Student Service Manual found at <http://www.asu.edu/aad/manuals/ssm/ssm201-10.html>.
13. Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs/students> . As an employee of ASU, your instructor is a mandated reporter and obligated to report instances of reported or suspected incidences of sexual harassment.
14. Here are some additional important ASU contact numbers for your files:
 - Counseling Services (Tempe campus) (480) 965-6146
 - Empact 24 Hour Crisis Line (480) 921-1006
 - Health Services (480) 965-3349
 - Student Success Center (480) 965-9072
 - Student Rights and Responsibilities (480) 965-6547

SECTION 20: DETAILS ON TESTING PERIODS & ASSESSMENT OPEN & CLOSE (DUE) DATES

As noted previously, it is your responsibility to correctly note in your calendar the deadline dates and times of all Exams, Discussion Questions and Topic Assignments. Please mark the following important information in your calendar. With no exception, no late assessments will be accepted after the posted deadlines, so please don't ask.

UNIT	COURSE COMPONENT/ASSESSMENT	OPENS/is available (AZ time)	CLOSES/is due (AZ time)
1	Topic Assignments 1A, 1B, 1C	Jan. 7, 2019 after 8:00am	Jan. 18, 2019 before 11:59pm
	Exam 1	Jan. 7, 2019 after 8:00am	Jan. 18, 2019 before 11:59pm
2	Topic Assignments 2A, 2B, 2C	Jan. 7, 2019 after 8:00am	Jan. 31, 2019 before 11:59pm
	Exam 2	Jan. 7, 2019 after 8:00am	Jan. 31, 2019 before 11:59pm
	Discussion Question 1	Jan. 7, 2019 after 8:00am	Jan. 31, 2019 before 11:59pm
3	Topic Assignments 3A, 3B, 3C	Feb. 1, 2019 after 8:00am	Feb. 12, 2019 before 11:59pm
	Exam 3	Feb. 1, 2019 after 8:00am	Feb. 12, 2019 before 11:59pm
4	Topic Assignments 4A, 4B, 4C	Feb. 1, 2019 after 8:00am	Feb. 25, 2019 before 11:59pm
	Exam 4	Feb. 1, 2019 after 8:00am	Feb. 25, 2019 before 11:59pm
	Discussion Question 2	Feb. 1, 2019 after 8:00am	Feb. 25, 2019 before 11:59pm

The MUS 354 instructor and staff thank you for enrolling in this class, and appreciate your patience in reading through this lengthy document! ☺

SECTION 21: WHO IS THE GREATEST? TEXT REVISIONS (pertains to 1st Edition texts ONLY)

Please note that additions or corrections appear in **bold** font:

- 1) Page 3, line 14: ...public appearances). **They often wore suits, ties and dark glasses, and looked the part of “Mafioso.”**
- 2) Page 3, line 16: ...**\$3** check **to \$8** (serving eight months of an eight-year sentence),
- 3) Page 4, line 12: ...Frank Smith (**no relation**)
- 4) Page 5, line 8:...exposed to **Traditional Blues and Rhythm & Blues**
- 5) Page 5, line 14: ...cost of four dollars. **Thanks to smart-thinking secretary Marion Kaiser,**
- 6) Page 5, line 22: ...Grand Ole Opry, where he was **not initially well-received, as he was a bit “wild” for the Country and Western crowd. The Opry stage manager actually told Elvis to quit music and go back to driving a truck.**
- 7) Page 8, line 5: ...recovered from her death. **Many believe that Elvis had lost the only person in his life that could keep him on the straight and narrow.”**
- 8) Page 9, line 9: ... by the Beatles **in 1964**
- 9) Page 9, line 11: ...**Priscilla Beaulieu, (whom he had met in Germany in 1958 when she was only 14!)**
- 10) Page 9, line 18: ...Elvis made **a very successful** comeback
- 11) Page 12, line 8: ...(per)cussion, **considered** to be a distant **cousin of American Folk Rock and forerunner of British Rock ‘n’ Roll.**
- 12) Page 15, line 6: ...the **poor** Dingle area of Liverpool
- 13) Page 16, line 5 (Cold Hard Fact): ...young Beatles, **via high-wattage radio stations out of Philadelphia and New York.**
- 14) Page 16, line 8 (text body): ...radio shows, **which they heard via offshore radio broadcasts.**
- 15) Page 16, line 10: ...and then the Beatalts (**because the style of music they played was often called “Beat” music).**
- 16) Page 16, line 16: ...Beatles (**changed to this permanent spelling by John**),
- 17) Page 17, line 5: ...drummer, **and much better liked by the others.**
- 18) Page 18, line 3: ...their last **recorded** album
- 19) Page 18, line 4: ...in April 1970 **as the *Let It Be* album was released.**
- 20) Page 18, line 18: ...at **London’s Indica** art gallery
- 21) Page 33, line 15: ...studio piano **that Elvis often played**
- 22) Page 36, line 37: ...with Presley **or Colonel Parker.**
- 23) Page 41, line 19: ...released single, **though included the version with White on their first album.**

- 24) Page 43, delete all of the following incorrect information: **Though critics often proclaim George Martin the “fifth” Beatle for his musical and administrative contributions, the Beatles themselves said Billy Preston was the true “fifth” Beatle.** Correct information is located on pages 77 and 78.
- 25) Page 103, line 17: ...*Stage Show*, **produced by entertainer Jackie Gleason**,
- 26) Page 110, Stage Show, line 5: ... *Show*, **produced by entertainer Jackie Gleason**,
- 27) Page 125, line 29: ...to do something about it, **even though he was hooked on pills himself!**
- 28) Page 125, line 31: ...Richard M. Nixon. **Afraid for his safety without his entourage**, he quickly
- 29) Page 126, line 4: ...over to Elvis **while also acting as undercover narcs at the school**
- 30) Page 126, line 6: ...his habit, **including the members of the Memphis Mafia**
- 31) Page 126, line 8: ...use needles, **and he only took pills at the time**, and (2) he was a deputized government agent **and needed to be closely involved in the drug world.**
- 32) Page 131, line 16 (text body): ...a distinctly **distorted** tone
- 33) Page 134, line 4: ...high point (**pun intended**)