

SYLLABUS: MUS 354, *ELVIS*

SLN #40778 (#40920) for online degree students)

Summer 2021, Session B (6/30/21 - 8/10/21)

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

NOTICE: Safari is not compatible with the media in this course. Please access MUS 354: Beatles using Google Chrome or Mozilla Firefox. For assistance downloading/installing Chrome or Firefox, contact the ASU Help Center at 1-888/298-4117.

Please note - you will be assessed in four 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 15 below)**
- 3 - Discussion Questions 1 & 2 (see Section 16 below)**
- 4 - Reading Assignments (see Section 6 below)**

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

****PLEASE NOTE: The “Closes (Is Due)” deadlines below are new, revised times (having recently changed). Deadlines are now 9:59 pm AZ time, not 11:59 pm AZ time, as in past semesters!**

<i>Course Component (Assessment)</i>	<i>Opens (Is Available Online)</i>	<i>Closes (Is Due)</i>
Unit 1 and 2 Assessments: Topic Assignments 1A, 1B, 1C Topic Assignments 2A, 2B, 2C Discussion Question #1 Exams 1 & 2	Wednesday, June 30, 2021	Tuesday, July 20, 2021 before 9:59 pm AZ time (note new time)
Unit 3 and 4 Assessments: Topic Assignments 3A, 3B, 3C Topic Assignments 4A, 4B, 4C Discussion Question #2 Exams 3 & 4	Wednesday, July 21, 2021	Tuesday, August 10, 2021 before 9:59 pm AZ time (note new time)
No late assessments will be accepted without verification! Please see Section 14 for assessment make-up information and requirements.		

ATTENDANCE POLICY

Herberger Online tracks and records all of your course logins. **You must be sufficiently engaged (participating) in the class (logging in 2 to 3 times per week for at least 2 to 4 hours per week, regularly listening to audio lectures and attempting, completing and submitting assessments each week), to qualify for any request consideration.** “Binging” the course just prior to a deadline or anytime during the semester is not considered engaged!

SECTION 1: ACADEMIC CALENDAR

Classes begin
Drop/Add Deadline

Wednesday, June 30, 2021 at 8:00 am AZ time
Thursday, July 1, 2021

Independence Day Holiday- No Classes /

Instructor offline

Course Withdrawal Deadline
Complete Session Withdrawal Deadline

Monday, July 5, 2021

Tuesday, July 20, 2021

Tuesday, August 10, 2021- please visit for information:
<https://students.asu.edu/forms/withdrawal>

Classes End/Semester Ends

Tuesday, August 10, 2021 at 9:59 pm, AZ time- **all course materials finalized!**

Final grades submitted

Thursday, August 12, 2021 before 1:00 pm AZ time

For additional university deadlines and important dates for the Fall 2020 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), not the Instructor, handles all computer-related issues and technical questions including test resets, exam problems, and grade compilations.
- 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 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, Tier 2 -- 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 ASU 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.** The increased demand on technical support from the remote work changes has impacted the turn-around time for cases to be routed from the ASU Help Desk to the Herberger Online, Tier 2 support team. Thank you for your patience.

SECTION 3: INSTRUCTOR

- Mike Shellans, Senior Lecturer (Music Building East, E463, 480/965-0384 (messages only), mike.shellans@asu.edu)
- Please contact Prof. Shellans by email only for assistance. No phone calls or faxes, please. Because this class is fully online, and does not meet live, no on-campus office hours are held. The instructor typically answers emails Monday through Friday between approximately 8:30 am to 4:30 pm AZ time. Please use your ASU email address (____@ASU.Edu) for all course communications.
- Prof. Shellans handles questions regarding lecture materials and course and assessment content (not computer or technical issues). Prof. Shellans is a music teacher, not a computer programmer, and does not have the expertise to answer computer-related or technical questions. The instructor cannot speculate on Herberger Online's activities or responses. Please contact Herberger Online at holsupport@asu.edu with all questions in that area.
- **Please do not contact Prof. Shellans with computer-related or technical issues. You will receive a response directing you to Herberger Online.**
- Sorry, we do not have Honor's credit/contracts available at this time.

SECTION 4: TECHNICAL MINIMUMS

- **This class is not accessible through Canvas.** Please visit the class home page at <https://elvis.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.
- **Prior to attempting an assessment, please check your browser for the latest updates to avoid issues such as ‘open assessment’ lock-outs, which could occur during an online session.**

SECTION 5: STUDENT ACCESSIBILITY AND INCLUSIVE LEARNING SERVICES (DRC)

- To request academic accommodations due to a disability or learning impairment, please contact Student Accessibility and Inclusive Learning Services (DRC) before starting the course and prior to contacting the Instructor or staff. This is a very important step, as accommodations cannot usually 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.
- Once your letter has been received your accommodations will be entered in the electronic grade book. **No accommodations will be available until receipt of that letter.** If extra time is specified in your accommodations, any exam overtime penalty points you accrue will be removed automatically as per your extra time allotment.
- Please contact Herberger Online immediately with questions regarding online accommodations. No special accommodations can be given without prior official SAILS/DRC documentation.
- Students with disabilities will have an equally effective and equivalent educational opportunities as those students without disabilities. Students experiencing difficulty accessing course materials because of a disability are expected to contact SAILS/DRC so that a solution can be found that provides all students equal access to course materials and technology. Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to Prof. Shellans at the beginning of the semester via email. It may be difficult to make accommodations retroactively. Disability information is confidential.
- Students who feel they will need disability accommodations in this class but have not registered with the Disability Resource Center (DRC) should contact DRC immediately. DRC offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the [DRC website](https://eoss.asu.edu/drc) for eligibility and documentation policies (<https://eoss.asu.edu/drc>).

SECTION 6: REQUIRED TEXT BOOKS AND READING ASSIGNMENTS

- The required text for this course is *Who is the Greatest: Elvis or The Beatles?* (2nd edition), by Shellans and Slater, published by Dorset Group (hard copy or eBook).
- Either the eBook, 1st or 2nd edition of the Shellans and Slater textbook will work, so you may choose which version to purchase.
- 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 your 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.

- Sorry, we do not have transcripts or copies of the texts available for loan or dissemination.
- 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 textbooks in a timely fashion.**

Required Reading Assignments are:

Topic Assignment 1 and Exam 1: *Who is the Greatest: Elvis or The Beatles?*: Preface, Prelude, Chapters 1 & 2

Topic Assignment 2 and Exam 2: *Who is the Greatest: Elvis or The Beatles?*: Chapters 3 & 4

Topic Assignment 3 and Exam 3: *Who is the Greatest: Elvis or The Beatles?*: Chapters 5 & 6

Topic Assignment 4 and Exam 4: *Who is the Greatest: Elvis or The Beatles?*: Chapters 7 & 8, Appendix A & B, and Conclusions

SECTION 7: CONTENT / OBJECTIVE / STUDY TIPS

This instructor-created survey course examines the life and music of Elvis Presley through biography and song. Emphasis is placed on musical elements and style traits covering black and white influences. Selected musical examples will include songs from his early years, R&B cover songs, C&W and Pop hits, movie music, Gospel and ballads. Rare recordings with other Sun Record artists are also featured, and accompanying musicians and songwriters discussed. Biographical material is provided chronologically, and social and cultural implications are mentioned.

The objective of this class is to examine in detail perhaps the most important single artist in the history of Popular music through this songs and life. Special attention will be given to musical styles, influence and impact, with a chronological approach from his first 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 *Elvis Presley* should provide you with a plethora of song, album, style, and artist information, coupled with a deeper understanding of both his standard and unreleased repertoire.
- Please be sure you 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 assessment, you will NOT be able to access course materials on the website. Do not have any additional tabs/windows open (called “open assessments”) on your browser while taking an exam or

assignment, as this could cause your submission to be unsuccessful and/or lock you out of the course. 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.

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 without documentation as detailed in Section 14 of this syllabus.**
- Visit <https://elvis.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. This can cause issues including an invalid assessment session and unsuccessful submission.
- 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, course materials or other assessments should be open, and no other computer should be accessed while taking an exam or assignment. Accessing, or attempting to access course lectures or any other course pages while you are taking an exam or assignment, or opening new browsers, may be in violation of the academic honesty policy.

- 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: COPYRIGHT

- 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. The materials that make up this course's content, including lectures and other handouts, are copyrighted. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see [ACD 304-06](#), "Commercial Note Taking Services" for more information). THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED.

SECTION 13: RESETS AND MAKE-UP EXAMS

- Because this course is fully automated, we do not have "extensions" available, only make-up assessments. We do not have "half credit" assessments available.
- It is the responsibility of you, the student, to initiate the make-up process. The Instructor will not ask you if you want assessment make-ups: you must be proactive with your requests to qualify for make-up consideration.
- At the time of your make-up request, if you are **not** sufficiently engaged (participating) in the course (logging in 2 to 3 times per week for at least 2 to 4 hours, regularly listening to audio lectures and attempting, completing and submitting assessments), you will **not** qualify for make-up consideration.
- **Make-up assessments are not available to students who "forget", "get confused" or "write down the wrong" due dates and deadlines. It is your responsibility to note these deadlines in your calendars!**
- 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 Prof. 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, the Instructor may allow 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". Students will be responsible for materials covered during their absence and should consult with the Instructor to arrange reasonable accommodation for missed exams or other required assessments.
- Students required to miss classes due to university sanctioned activities in accord with [ACD 304-02](#), "Missed Classes Due to University-Sanctioned Activities" does not relieve students from responsibility for any part of the course work required during the period of the absence. Students should inform the Instructor early in the semester of upcoming scheduled absences and immediately upon learning of unscheduled required class absences. Reasonable accommodation to make up missed exams or other required assignments will be made. Consult the Instructor BEFORE the scheduled absence to arrange for this accommodation.

- A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch who misses classes, assignments or examinations due to line-of-duty responsibilities, shall have the opportunity to make up the coursework in accordance with [SSM 20-18 Accommodating Active Duty Military Personnel](#). This accommodation also applies to spouses who are the guardian of minor children during line-of-duty activities. This policy does not excuse students from course responsibilities during their absence. Students should first notify the Pat Tillman Veterans Center (<https://veterans.asu.edu>) of their activation and then the Instructor to discuss options.
- As per the course Attendance Policy (please see page 1), make-up assessments will only be available to students who are engaged (participating) in the course at the time of the request (logging in 2 to 3 times per week for at least 2 to 4 hours, regularly listening to audio lectures and attempting, completing and submitting assessments).

SECTION 14: MAKE-UP ASSESSMENTS

- If you experience a personal or professional situation causing you to miss an assessment, 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 Prof. Shellans at mike.shellans@asu.edu and be prepared to present, via email response, scanned official documentation accounting for the missed exam. **Documentation must cover the entire period of your absence, be in English and printed on company/official letterhead (with an official logo, not your personal letterhead), and must contain your name, 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 injured or ill (diagnosis information redacted, if you wish).
 - 2) A funeral announcement from a church or funeral home if someone from your immediate family passed away.
 - 3) An airline ticket containing your unique information that reflects required travel during the assessment period.
 - 4) An employer letter if you are required to miss assessments 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 assessment period.
 - 6) Any other verifiable documentation which details specifically why you were unable to complete and submit your assessment(s) during the several weeks it was available, and why you are now requesting a make-up.

You must contact Prof. Shellans as soon as possible for make-up consideration; please be sure to indicate which class you are in (*Beatles*). **Do not wait until the last hours of the last day of class with your requests!**

- 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. All make-up instructions will be sent to your ASU email box only.
- Under certain situations, essay-style make-up assessments may be substituted at the Instructor's discretion. Prof. Shellans reserves the right to substitute an essay-style make-up assessment for an online assessment, depending on the student's specific academic and/or technical circumstances. For essay-style make-up assessments, 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 assessment. All words and ideas included in your essay assessment 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 online make-up assessments will be available once the semester/classes have ended. Essay style make-ups may be available at the instructor's discretion. No make-ups will be accepted after final grades have been posted. No make-ups are accepted via email without Instructor permission.**

SECTION 15: 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 assigned readings alone will not suffice for exams.**

- The Topic Assignments are separate, self-contained, required homework, and will **not** be revisited on the exams. Format will include five multiple choice questions with seven possible answers each drawn from provided video clips and/or specific scholarly articles. **No late or make-up assignments will be available after the posted deadlines without documentation as per Section 14 of this syllabus.**
- 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, Unit 1 of the course will have Topic Assignment 1, parts 1A, 1B, and 1C; Unit 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 a Topic 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 without verifiable documentation.
- 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 completed assessment 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 Prof. Shellans for assistance.
- Because the assignments are not timed, zero minutes is the default readout.
- Sorry, **no** late or make-up Topic Assignments will be allowed without documentation as per Section 14 above!

SECTION 16: 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. They are **not** listed on the Exams/Assignments link.
- 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. No citations are required. 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.

- Sorry, but with weeks to complete and submit, **no** late or make-up Discussion Questions are available for this course.
- 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 less than the 150-word minimum, is not your own original work, is not substantive, or fails to address the actual subject of the writing prompt. Please see the penalty scale below:

NUMBER OF WORDS SHORT	PENALTY DEDUCTION
1- 15	- 1 point
16 - 30	- 2 points
31 - 45	- 3 points
46 - 60	- 4 points
61 - 75	- 5 points
76 - 90	- 6 points
91 - 105	- 7 points
106 - 120	- 8 points
121 - 135	- 9 points
136 - 150	- 10 points

SECTION 17: 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**

- Sorry, no plus/minus grades are currently available for MUS 354.
- **Total points earned, not percentages, determine grades, and this scale is set in stone. No bumps up, curves or pushes of any type exist in this course-** thank you for not asking!
- Grades cannot be posted or reported early.
- The Pass/Fail option and grades of X or Y are not available for this course.
- **No extra credit points or assignments are available.**
- **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.**

SECTION 18: 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 course unit has ended, your grades can be viewed by clicking on the tab for the Grades page. Please allow Herberger Online several hours after each course unit 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 19: 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 posted dates on 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 Withdrawal 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 any aspect of the course.
- If you are unable to complete the course, it is your responsibility to arrange for withdrawal from the class. You will not be automatically withdrawn and unless you are officially withdrawn from the course you will receive a final grade based upon the total points you have earned for the semester. Students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled during the 100% refund period. Please visit the Academic Calendar to review the withdrawal deadlines for this semester. For more information on Drop/Add and Withdrawal visit: <https://students.asu.edu/drop-add>

SECTION 20: 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. **Netiquette**, a social code that defines “good” online behavior is something to keep in mind during your online course interactions. Writing may be the only means of communication you have with classmates and the Instructor, so it is especially important to do this effectively. Follow the guidelines below to leave your mark as a knowledgeable, respectful and polite student who is also positioned to succeed professionally. Tips for appropriate netiquette can be found here: <https://asuonline.asu.edu/newsroom/online-learning-tips/netiquette-online-students>. Threatening, abusive, violent language or disruptive behavior will result in the administrative withdrawal of the student from the class, as per the *Student Services Manual, SSM 104-02*, “Handling Disruptive, Threatening, or Violent Individuals on Campus”.
3. With so many students enrolled in our MUS 354 classes, please allow at least 24 to 48 hours for email replies from Herberger Online. Emails received by Herberger Online or the Instructor after 5:00m 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 instructions. **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.

4. 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 communicate effectively.
5. 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.**
6. 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.
7. Any technology fees help 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 any technology fees.
8. 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, 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.
9. 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.
10. **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.**
11. 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!**
12. Please keep in mind that there is a plethora 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 readings. Please disregard all debatable outside sources, as far as your audio lectures and assessments are concerned.
13. 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>.
14. Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](#), [harassment](#), and [retaliation](#) by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. Please refer to the policy on sexual discrimination as

described in [ACD 401](#), "Prohibition Against Discrimination, Harassment, and Retaliation".

15. 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 <https://sexualviolenceprevention.asu.edu/faqs>. As a mandated reporter, the Instructor is obligated to report any information he becomes aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately.

16. 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

The MUS 354 Instructor and staff thank you for enrolling in this class, and appreciate your patience in reading through this lengthy document. 😊