MUS 240: Music Cultures of the World
Department of Music, College of Fine Arts

Instructor: Dr. Amy Laursen
Course Number: MUSC 240-U820T
Credit Hours: 3 hours
Class Meeting: Online – Spring 2019
E-mail: <click on my name in the Classlist tool> in D2L

Course Description:
Music Cultures of the World is a music appreciation course designed for the general student body covering any music that is not derived from Music of Western Europe. The course is designed to heighten the student’s awareness of music’s role in a small sampling of Non-Western Cultures, to introduce the elements of music, to assist in the development of analytical listening skills, and to broaden the student’s appreciation of music from various cultures. Through knowledge comes understanding, tolerance, and I hope pleasure.

Course Summary:
As mentioned above, we will be examining a small sampling of the music of people from Non-Western Cultures. We will be doing so through the following activities:

- **Weekly Activities/Participation (10-30 points per week)**
  - Reading Quiz over the assigned reading from the book (only the weeks that there is no exam) given before the lecture is posted - 10 points each
  - Lecture (watching the recording) - 10 points each
  - Discussion activities - 10 points each

- **Five (5) exams** - roughly one every three weeks over the materials (approximately 100 points each). These five tests will include true/false, multiple choice, fill-in-the-blanks, etc., usually a short essay, and listening section. There will be NO Mid-Term or Final for this course, instead each test will conclude the end of the chapter(s) studied.

- **Two Performance Reviews** - ONE MUST BE A LIVE PERFORMANCE. See Assessment below for more details (50 points each).

Typical Weekly Schedule:

<table>
<thead>
<tr>
<th>DAY</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Start of the week; new materials and weekly assessments available</td>
</tr>
<tr>
<td></td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Reading Quiz due by 11:59 PM CT on Tuesday night (in preparation lecture)</td>
</tr>
<tr>
<td></td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Weekly Lecture posted @ 7:00 PM CT</td>
</tr>
<tr>
<td></td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Thursday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Friday</td>
<td>If a graded exam is scheduled, it will open @ 12:00 AM CT</td>
</tr>
<tr>
<td></td>
<td>Initial discussion postings due by 11:59 PM CT</td>
</tr>
<tr>
<td>Saturday</td>
<td>Open for work on assessments or exams</td>
</tr>
<tr>
<td>Sunday</td>
<td>All weekly discussions and exams due by 11:59 PM CT on Sunday night</td>
</tr>
</tbody>
</table>
NOTE: All times associated with this course are in Central Time Zone (CT). Plan accordingly.

Required Texts/CD Anthology Set:

IMPORTANT: This is a 4-CD boxed anthology set that accompanies the textbook, containing various music examples from the authors’ fieldwork, as well as other ethnomusicologists and relevant commercial recordings. Listening examples will be listened to in the live lectures, but you are encouraged to purchase the anthology, as you will be tested on the listening materials on the exams.

Technology Requirements
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the Online Student Handbook in the “Getting Started” widget on the course homepage.

Aside from the requirements listed in the handbook, this course has three other requirements:

1. All students should have the ability to submit Performance/Album Reviews in a format compatible with Turnitin (Word: DOC or DOCX; OpenOffice: ODT; Other: RTF, TXT, PDF, WPS). The University of South Dakota provides access to Google Docs—a free, online office suite—which can save documents as Word files. USD’s Google Docs can be accessed with your USD username and password at: http://docs.usd.edu.

   Additionally, USD makes Microsoft Office available for free to all students. For more information, please visit the USD Technology page: http://www.usd.edu/technology

2. This course makes use of Collaborate Ultra, a web-conferencing solution, for the live lectures/office hours, as well as the lecture recordings. If you plan on participating in the live sessions, it is recommended that you either purchase a USB multimedia headset—earphones with a microphone—or you have a phone available to conference into the session, so that you can ask questions instead of typing them. Headsets can be purchased online, or from your local retailer (Best Buy, Target, Walmart, etc.), for around $15-$30 depending on the brand and model (Logitech is recommended).

3. In order to take the exams in this course, you will be required to use the Respondus LockDown Browser. This tool can be downloaded from any self-assessment in the course, and only needs to be installed once. That being the case, you will need to have the appropriate permissions to install the software on the computer from which you will be taking the exam.
Instructional Method
This course will be facilitated entirely online via Desire2Learn (https://d2l.sdbor.edu), which you will use to:
- Communicate with your classmates and the instructor
- View lecture notes and recordings
- View and complete quizzes and exams
- Submit performance/album reviews
- Access all required course materials (lecture recordings, lecture notes, videos, articles, discussions, etc.)
- Access supplemental materials (practice exams, supplemental listening, videos, etc.)
- Access your course progress and grades information

Student Expectations
As a student you are expected read, understand, and abide by all policies and procedures outlined in this syllabus, as well as those in the Online Student Handbook, which can be accessed from the “Getting Started” widget on the course homepage. Students are also expected to have and maintain the appropriate technology required to complete the course as listed in the previous section.

The specific assignments/activities for each week is detailed in the Class Schedule that can be accessed via the “Getting Started” widget on the course homepage. The instructor will also provide regular updates during the week, so students should log into D2L to check for news and email at least three times per week, if not more frequently. No late work will be accepted or makeup allowed - that includes on any quiz, exam, performance review, lecture viewing, discussion, etc.

IMPORTANT: In order to complete the discussion activities each week, it may be necessary to log into the course on Sunday evenings. Please plan accordingly.

See the Graded Assessments: Discussions section below for additional details.

In terms of time commitment, the South Dakota Board of Regents (SDBOR) defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out-of-class, student work. As this is a three-credit-hour course, students should expect to dedicate around nine (9) hours per week to course activities.

One important thing to remember: this is your class; it is what you make of it. Your level of participation will be directly proportional to your class experience: you will get out of it what you put into it. As the instructor for this course, I will guide you through the material, but ultimately it is up to you to do the work.

Instructor Expectations
The instructor will strive to provide every possible opportunity for detailed feedback and, unless otherwise stated, will respond to inquiries within twenty-four (24) hours on weekdays, or within forty-eight hours (48) on the weekends and holidays. The instructor will also return feedback and suggestions, using standard rubrics and grading criteria, within a reasonable amount of time. Quizzes and exams will be graded and feedback given, either within a week after the due date, or when the last quiz/exam has been submitted. Whereas, Performance/Album Reviews will be within two (2) week after the due date,
unless otherwise stated.

Finally, the instructor will also abide by all policies set forth in this syllabus and those by the Online Student Handbook, The University of South Dakota, and the SDBOR.

Course Objectives:
Students will study the elements of music and their place in Non-Western societies. Additionally, while studying the specific musical aspects of the culture, a broad overview of the culture will be discussed. Students will be asked to complete reading and listening assignments, and engage in discussions about the role of music and musicians within various cultures. Assignments and exams will consist primarily of objective portions, i.e. music terminology and identification of selected works, and to a lesser degree, opportunities to compare, contrast, and explain music-cultures and other more subjective topics.

By the end of the course the successful student will be able to:

<table>
<thead>
<tr>
<th>Specific Learning Outcomes</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define the basic elements of music.</td>
<td>Exam I</td>
</tr>
<tr>
<td>Use and apply music terminology in reflective activities.</td>
<td>Discussion Boards and Performance Review</td>
</tr>
<tr>
<td>Identify and recognize music’s role in Non-Western societies.</td>
<td>Exams I-V and Discussion Boards</td>
</tr>
<tr>
<td>Demonstrate awareness of multiple perspectives within the global community.</td>
<td>Discussion Boards and Exams I-V</td>
</tr>
<tr>
<td>Identify major genres or styles of Non-Western Music.</td>
<td>Exams I-V</td>
</tr>
<tr>
<td>Identify the major performers of Non-Western music, their instrument, their genre, and their contributions</td>
<td>Exams I-V</td>
</tr>
<tr>
<td>Compare and contrast the role of music and musicians within various cultures including: Native America, India, Africa, the Arab World, and Indonesia.</td>
<td>Exams I-V and Discussion Boards</td>
</tr>
<tr>
<td>Differentiate various instruments, both aurally and visually.</td>
<td>Exams I-V and Performance Review</td>
</tr>
<tr>
<td>Develop and apply analytical listening skills.</td>
<td>Exams I-V and Performance Review</td>
</tr>
<tr>
<td>Demonstrate an understanding of the music-culture of a society by attending at least one live music performance.</td>
<td>Performance Review</td>
</tr>
<tr>
<td>Investigate and analyze contemporary issues, phenomena, and ideas with global impact, considering their effect on the individuals, communities, and social or natural environments involved.</td>
<td>Discussion Boards and Exams I-V</td>
</tr>
</tbody>
</table>

Class Schedule and Topics:
Please see the “Tentative Class Schedule and Topic” link in the “Getting Started” widget on the course homepage.

Course Point Total and Grading:
Given the types of assessments and number of points each is worth, the total number of points in the course is broken down as follows:

<table>
<thead>
<tr>
<th>Exam (5 exams - 100 points each)</th>
<th>500 points</th>
</tr>
</thead>
</table>
Graded Assessments: Exams

There will be five (5) graded exams given at the end of each unit, usually every three weeks. While it may seem like five exams is a lot, there will be no mid-term or final. Instead students will take five shorter exams in hopes that this will give students time to prepare for the exam and improve from one to the next. In other words, not doing well on one exam will not have a severe impact on your overall grade. If you fail to take an exam during the time it is open, make-ups will not be given.

In terms of topics, here is how the exams will breakdown:

<table>
<thead>
<tr>
<th>EXAM</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I Covers: Preface, Chapter 1 - Music Culture, and Chapter 2 - Native America</td>
<td>100</td>
</tr>
<tr>
<td>Exam II Covers: Chapter 6 - Music of India</td>
<td>100</td>
</tr>
<tr>
<td>Exam III Covers: Chapter 3 - Music of Africa</td>
<td>100</td>
</tr>
<tr>
<td>Exam IV Covers: Chapter 4 - Music of the Arab World</td>
<td>100</td>
</tr>
<tr>
<td>Exam V Covers: Chapter 7 - Music of Indonesia</td>
<td>100</td>
</tr>
</tbody>
</table>

TOTAL 500

Each exam will be administered via D2L and will be returned with feedback, either within a week after the due date, or when the last exam has been submitted—whichever is later. Once graded, students will be able to go back into the exam itself to view the feedback, as well as any questions answered incorrectly.

The Exams require the use of the **Respondus LockDown Browser (LDB)**, which can be downloaded from within the course. It is a custom browser that locks down the testing environment within D2L. When you launch Respondus LDB you will be unable to print, copy, go to another URL, or access other
When an assessment is started, students are locked into it until they submit it for grading. See the Technology Requirements section for additional details.

**WARNING**: You are NOT allowed to use any notes, your book, or any other materials or resources while taking the exam. If any evidence is found to the contrary, you will receive zero for the exam. You also risk being dropped from the course, and may face further disciplinary action.

All of the exams will follow a similar format. Most questions will be multiple-choice, true/false, and fill-in-the-blank questions. Each exam will have at least one essay question. Additionally, each exam will have a section that covers the assigned listening examples from the unit being studied. In these listening questions students will be asked to identify the piece and provide other information about the work, i.e. performer, title, genre, etc. There will be a 90-minute time limit on the exams, and students will only be able to take the exam once within the given time frame (usually Friday 12 am-Sunday 11:59 pm).

**IMPORTANT**: At the discretion of the instructor, any portion of the exam submitted after the time limit may be subject to a point deduction, or a loss of credit. The sole exception to this will be for technical issues, of which students will need to immediately make the instructor aware.

**Graded Assessments: Performance Reviews**

There will be two required performance reviews -- one will be due mid-semester (Sunday, October 14 at 11:59 pm) and at the end of the semester (Sunday, December 2 at 11:59 pm). Each is worth fifty (50) points. The student will be required to complete a one-page concert report for each review. Specific content and format of these reports will be posted in the “Performance/Album Review Information” in the Content widget in D2L.

**IMPORTANT**: Late work will NOT be accepted! At the discretion of the instructor, any review turned in past the due date will be docked ten (10) points per day that it is past due; thus, any paper not turned in within five days will receive zero points.

These reviews provide an opportunity to not only demonstrate what you have learned in class, with respect to musical terminology, but also experience an entire album and/or performance. Each student is required to write either:

- two live performance reviews, or
- one live performance review and one album review

**TIP**: Many students opt for the latter option, in order to better fit their schedules and to allow ample time to find music performances in their areas. If you do so, make sure to not procrastinate in finding a live performance!

The reason why a live performance is required is that an album cannot completely capture what happens in a live performance. Seeing any type of music performed live can help you better identify the instruments/voices being used, how they sound, audience interaction, etc.

**IMPORTANT**: Failure to write at least one LIVE performance review, without prior approval from the instructor, will result in ten (10) points being deducted from the final grade of the review, so if you are having difficulty finding a live performance, you should contact the instructor well in advance due date of the final review.
Waiting until the end of the semester to seek approval for writing an additional album review will generally result in the request NOT being accommodated.

As stated above, students will be required to review at least one live musical performance during the semester. This performance does not have to be Non-Western in content, but it has to be pre-approved by the instructor. While the instructor will regularly post upcoming performances happening in South Dakota and the surrounding areas in the “Suggested Concerts to Review” it is ultimately the student’s responsibility—particularly out-of-state students—to find a performance that satisfies the requirements stated above.

TIP: The “Suggested Concerts to Review” in the Performance/Album Review ➜ Content widget on the course page lists basic information. The dates and times for these events can and do change, so for additional details, including links to the venue’s events calendar, age restrictions, etc., you MUST click on the event itself.

TIP: Concert Etiquette: When attending a live concert, please keep in mind the following:

- Mobile phones and other electronic noisemakers should be silenced before any performance.
- Practice courtesy to musicians and other audience members ... keep voices, papers, wrappers, etc. silent and light-emitting screens dimmed.
- Latecomers should wait outside a concert hall and enter only during applause.
- Similarly, concert goers should strive not to leave their seat during a concert. If you have an emergency, please exit quietly.
- In general, children five and older, abiding by these guidelines and accompanied by an adult, are welcome at most concerts when appropriate.

The choice of album reviews should be limited to the genres and styles of Non-Western music covered in the course. See “Suggestions for Album Reviews” under “Performance/Album Review Information” in the Content section of the course for pre-approved albums.

IMPORTANT: Reviews of any album outside of those listed in the course or provided by the instructor, MUST have the prior approval of the instructor. Unapproved performance/album reviews may be docked ten (10) points.

Reviews MUST be submitted in a format compatible with Turnitin (Word: DOC or DOCX; OpenOffice: ODT; Other: RTF, TXT, PDF, WPS) via Assessments ➜ Dropbox—not through course mail. Feedback and grades will be available in the Feedback Studio feature of the Dropbox within two (2) week after the due date, unless otherwise stated.

IMPORTANT: Failure to submit a paper in a compatible format, or submitting a paper via any means other than the Dropbox, may result in ten (10) points being deducted from the final grade of the review.

Graded Assessments: Reading Quizzes
Each week (when there is not an exam) there will be a reading quiz with questions that will be similar to those on the exams. These ten-question quizzes will cover the assigned readings and listening, and will be given before lectures are posted on Wednesday. They will open Monday, 12 am and will be due by
Tuesday evening at 11:59 pm. Failure to take the quizzes during that time, will result in a zero for the quiz - make-ups will not be given.

**IMPORTANT**: Quiz 1, Chapter 1 (the first reading quiz of the semester) will be open the entire first week of class. It will be due Sunday, January 14 by 11:59 pm. All other reading quizzes throughout the semester will be due Tuesday by 11:59 pm.

Additionally, during the first week of class, students will take a short quiz covering the syllabus. After this first week, the quizzes will cover the assigned readings and listening for the week.

**TIP**: The quizzes can be taken any number of times between Monday 12 am and Tuesday at 11:59 pm, until you are satisfied with your results. Additionally, many of the same questions on the quizzes will appear on the exam, so these are also useful as study tools.

**Graded Assessments: Discussions**

There will be a total of seven (7) discussions throughout the semester. Each lecture will center on the topics we are covering in the readings, lectures, and listening for the week or unit we are studying. Students will need to post at least one direct response to the instructor’s posting and at least one response to another class member’s response. These responses (both to the initial question(s) posted by the instructor, and then to another student’s response) must be substantial. A substantive response is more than simply saying, “I agree,” or “I disagree;” rather, it will provide statements that support the student’s response.

When posting in the discussions, each student must abide by the “Netiquette” section in the **Online Student Handbook**, which can be found in the “Getting Started” widget on the Course Home page. Participation in the discussions is required and will be worth ten (10) points, awarded according to this rubric:

<table>
<thead>
<tr>
<th>EXPECTATION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting a response to instructor’s question by Friday @ 11:59 PM CT</td>
<td>2</td>
</tr>
<tr>
<td>Substantiveness of initial posting</td>
<td>2</td>
</tr>
<tr>
<td>Responding to peer posting</td>
<td>2</td>
</tr>
<tr>
<td>Substantiveness of peer posting response</td>
<td>2</td>
</tr>
<tr>
<td>Reading the majority of peer postings*</td>
<td>2</td>
</tr>
<tr>
<td>*see important note below</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Your initial response to the instructor’s question is due by **Friday @ 11:59 PM CT**, as stated in the syllabus. If you do not post your initial response by this time, you will lose two points.

**TIP**: For most discussions, you must post a response in the topic before being able to see other postings made by your peers.

Weekly discussions will close on **Sunday @ 11:59 PM CT**, so you must complete all requirements by that time or you will lose points for whatever requirements are incomplete.

**IMPORTANT**: (*At the discretion of the instructor, you will not be penalized for not reading a few peer postings, especially if they have been posted late on Sunday**
evening. That said, if you do not read a majority of the peer postings (based on the instructor’s calculation of messages read vs. those posted), and lose the point for not doing so, it will be your responsibility to notify the instructor of this situation, as D2L’s grading tools do not report this information to the instructor.

Discussion participation will be assessed at the conclusion of each discussion topic on the level and quality of participation. I will provide feedback both to the larger group and individual feedback and grades in the Assessments ➜ Grades. All feedback will be returned within a week of the due date, unless otherwise noted by the instructor.

IMPORTANT: Because of the interactive nature of discussions, if you miss a weekly discussion, you will NOT be able to make it up.

Additionally, there will be a discussion board, “Water Cooler” that will always be open to the class. In this discussion, students may post a question, comment, or concern they may have about the course. Your fellow peers/classmates may have had a similar issue or concern and may have a solution if you post there. It is a place for the instructor to respond, which may benefit the entire class.

Graded Assessment: Weekly Lectures
Lectures will be posted on **WEDNESDAY NIGHTS STARTING AT 7:00 PM CENTRAL TIME**. In the past these have been live lectures, but this semester they will be pre-recorded and posted Wednesday evening beginning at 7 pm CT. **SAY SOMETHING ABOUT HOW THEY HAVE TO ACCESS IT THROUGH THE SCREEN ON D2L. Do not download it because I am not able to see if you have watched the lectures or not… I am only able to track if you watch them through the orginal window on d2l.**

IMPORTANT: Reading the book and viewing the lecture notes will not be sufficient, as they only serve as an outline for the lecture. In short: if you do not watch the recording, you will miss answers on the exams.

All of the lecture recordings, will be made available under the Content area of the course, under the materials for the current week.

**Participation (Attendance) - Weekly Activities**
Participation (attendance) is very important to this course, and it will be measured through our weekly activities.

<table>
<thead>
<tr>
<th>Typical Weekly Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Discussions</td>
<td>10</td>
</tr>
<tr>
<td>Weekly Self-Assessments (non-exam weeks only)</td>
<td>10</td>
</tr>
<tr>
<td>Watching the Weekly Lecture</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>
*Not every week will have all three activities. Look at the tentative schedule for details.

If a student misses:
- more than one weekly discussion, or
- more than one weekly, reading quiz, or
- more than one lecture

The instructor may lower the student's final grade by a letter grade per additional absence. Anyone missing two or more times, or who is not otherwise satisfying the course's expectations, may be withdrawn from the course at the instructor's discretion. Should this be the case, the student will receive a grade of “W” on his/her official transcript and will not receive a refund.

**Tutoring and Conferences:**
Please feel free to schedule an appointment if you need any help or have questions!! Please do not let questions go unattended – the longer you wait, the more difficult it will become.

**Student Resources:**
The University of South Dakota provides a number of useful services to students:

- **Online Student Handbook (in the “Getting Started” widget on the course homepage):**
  This contains very important information related to the services provided by the University of South Dakota as well as the University policies. In it, you will find such information as:
  - Academic support services such as the library, writing center, proctor and testing information, book purchasing, etc.
  - Student support services such as advising and enrollment information, financial aid, student life, and counseling, etc.
  - Technology support services like technology requirements, ITS Help Desk contact information, discounts on computers and software, etc.

- **myUSD Portal (http://my.usd.edu):**
The myUSD Portal is your one-stop place for a majority of services offered to any student taking a USD course—like this course. You can access the following services from the “Academics” tab in the portal:
  - WebAdvisor
  - I.D. Weeks Library

- **The USD Writing Center (http://www.usd.edu/academics/writing-center):**
The USD Writing Center was established to provide writing assistance to students in order to help them become better writers. It is available on campus during regular business hours and online in the evenings. Please visit the URL above for more information.

**Plagiarism Policy:**
Plagiarism is defined as using the words and/or ideas of another and representing them to be your own, without proper credit to the author or source. If you do not know what constitutes plagiarism, please visit with the instructor before turning in any assignment that includes material from outside sources (not your
Making a few changes in someone else’s sentence and presenting it as your own is plagiarism. Whether intentional or unintentional, plagiarism will result, at a minimum, in a grade of zero for that assignment. Please also refer to the Academic Integrity section below.

**IMPORTANT:** The instructor will use iParadigm’s Turnitin product to determine the level of originality of papers submitted in the course. All student papers will become part of a course database of papers that will also be used to check the originality of future papers submitted in the course; however, the student will maintain copyright ownership of the paper. For more information about this, please refer to: [http://turnitin.com/en_us/privacy-center/legal-faqs](http://turnitin.com/en_us/privacy-center/legal-faqs)

**Academic Integrity:**
The University of South Dakota considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The University supports the imposition of penalties on students who have been adjudicated to have engaged in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook, and South Dakota Board of Regents policy 2-33 [www.sdbor.edu/policy/Documents/2-33.pdf](http://www.sdbor.edu/policy/Documents/2-33.pdf).

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

- Given a zero for that assignment.
- Allowed to rewrite and resubmit the assignment for credit.
- Assigned a reduced grade for the course.
- Dropped from the course.
- Failed in the course.

**Freedom in Learning:**
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

**Disability Accommodation:**
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Ernetta L. Fox, Director
Diversity and Inclusive Excellence:
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected. To learn more about USD’s diversity and inclusiveness initiatives, please visit the website for the Office of Diversity.

Hearing Loss:
Although noise-induced hearing loss is unlikely to occur in the academic classroom, it is important that students follow the recommended maximum daily exposure levels. Students should avoid listening to music at excessive volumes as part of their homework assignment and/or for their own enjoyment. Excessive volume can lead to temporary or permanent hearing loss; therefore, students must use good judgment in their listening activities.

NOTE:
The instructor may amend this syllabus at any time.

Students are highly encouraged to seek out the instructor for clarification and/or assistance. Please do not hesitate to contact the instructor if you are unclear of expectations, discussions, assessments, assignments, etc. My contact information is listed at the top of this document. The best way to contact me is via the course in D2L mail, which can be access within the course. Please allow 24-hours at minimum for me to respond to your requests/questions during the weekdays, or 48-hours on the weekend and holidays. Procrastination and poor planning on your part does not constitute an emergency on my part.

Sources:
The following resources have been used in the design, teaching, and maintenance of this course: