



INTRODUCTION TO MUSIC

Syllabus Appendix: Course and University Policies

COURSE REQUIREMENTS, POLICIES & GUIDELINES

1. **Attendance:** Prompt attendance and active, informed participation in all class meetings will help both your individual engagement with the material and the atmosphere of the class at large. See university policy below.
 - A. If you must be absent or must leave early, please email me in advance, or ASAP if you are sick. As in all aspects of our lives, timely communication regarding problems protects relationships.
2. **Class Participation:** The overall quality of your class participation rests upon attendance, written responses, and contributions to class discussions.
3. **Class Preparation:** 1) Students should come to class with the assigned reading and listening completed, any Canvas quizzes taken and ready to discuss and be quizzed on these assignments. **WASC guidelines indicate that 2 hours of outside preparation (homework) for every 1 hour in class is normal.** 2) Students should take thorough notes in class to absorb concepts presented in the lectures and class discussions which are not covered in the textbook reading or listening. 3) Each student is also accountable to his/her small groups for completing her/his portion of group assignments.
5. **Assignments:**
 - a. Quizzes cannot be made up; several low scores will be dropped to allow for extenuating circumstances.
 - b. Examinations will not be made up unless arrangements are made before the tests or emergencies are verified.
 - c. It is your responsibility to see to it that I receive your work, usually posted to Canvas; follow format given; and complete assignments on or before deadlines.
 - d. Late major assignments will receive 50% of the total grade assigned (unless you and I have communicated prior to the deadline about extenuating circumstances). Late Chapter and Listening Quizzes will receive a zero.
 - e. To protect yourself, it's a good idea to always keep multiple electronic copies of your work so that you can provide duplicates if needed.
 - f. To help you develop your writing skills, please practice college level writing conventions on every written assignment (correct grammar, mechanics, documentation, etc.). Assignments with more than 3 errors on a page may be returned unmarked. No handwritten assignments accepted (unless so specified). To help you improve your writing skills, the professor may make comments (via the Writing Correction Code) not only in the Comments section of the assignment, but also in the document itself.
 - g. You may be asked to attend office hours with the professor if need arises.
6. **Email:** Do routinely check your **pointloma.edu** account for electronic messages from me (and sometimes from your classmates) so that you receive all course material, announcements, communications that are distributed via email. I will communicate through your **ptloma.edu** accounts.

7. **Extenuating Situations & Grades:** No “Incomplete” grades will be assigned unless extenuating circumstances (e.g., death in the family, automobile accidents, hospitalization) prevail. If you find yourself in such a situation, contact me as soon as is practical so that we can work out acceptable accommodations. I will ask for valid documents to verify your situation (e.g., doctor's letter on letterhead, funeral service program, police report, university correspondence).
9. **Classroom Decorum:** Appropriate academic attire is required in all class sessions; though we are a community, this is a professional work environment. Note that the student handbook states: "Clothing should be appropriate to the occasion and in good taste, reflecting the atmosphere of vital Christianity, which is one of the basic objectives of Point Loma Nazarene University. Personal appearance should not disrupt the mood or atmosphere of the activity being attended. Some examples will be helpful: Tank tops, halter-tops, tight fitting clothing, tube tops, muscle shirts and any clothing revealing undergarments, togas and any clothing with unwholesome advertising." This excludes sorority/fraternity rush and sexually suggestive (either in design or logo) attire from the classroom. Please practice modesty.
10. **Instructor Availability:** The instructor will usually be available during the office hours listed on page 1. Making an appointment when possible will be appreciated. Other times may also be arranged if the listed times are unworkable.
11. **Technology Use:** I strongly recommend not using laptops or cell-phones in class, taking notes by hand instead, and I may ask the class or an individual to cease use of devices in class.
- The reasons are:
1. It is hard to not check other things, which impairs your learning. You most likely are not aware of the impairment, but the research is quite clear.
http://www.slate.com/articles/health_and_science/science/2013/05/multitasking_while_studying_divided_attention_and_technological_gadgets.html
 2. Even if it doesn't impair your learning, it impairs the learning of others.
<http://www.sciencedirect.com/science/article/pii/S0360131512002254>
 3. You write more but learn less. Writing your notes creates synthesis which increases your learning.
<http://pss.sagepub.com/content/early/2014/04/22/0956797614524581.abstract>
http://chronicle.com/blogs/linguafranca/2014/08/25/why-im-asking-you-not-to-use-laptops/?cid=at&utm_source=at&utm_medium=en
 4. It also impairs retention and lowers grades. This new study shows a causal effect with grades being lower by about half a letter grade.
<https://www.insidehighered.com/news/2018/07/27/class-cellphone-and-laptop-use-lowers-exam-scores-new-study-shows>

So I am asking you not to use laptops unless you need or strongly prefer a laptop to take notes. In that case talk to me, and we will make that work.

12. **Writing support:** Loma Writing Center

The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar and polishing final drafts, and more. For information about how to make in-person or online appointments, see Loma Writing Center webpage or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

UNIVERSITY POLICIES

1. LANGUAGE AND BELONGING: PLNU faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard by all major academic style guides and is the norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex or sexual orientation. Inclusive language avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

You may report an incident(s) using the [Bias Incident Reporting Form](#).

2. SEXUAL MISCONDUCT AND DISCRIMINATION: In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at pointloma.edu/title-ix. Please be aware that under Title IX, faculty and staff are required to disclose information about such misconduct to the Title IX Office. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix.

3. SPIRITUAL CARE: Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith. If students have questions, a desire to meet with the university chaplain or have prayer requests you can contact your professor, your choir chaplains, or the [Office of Spiritual Life and Formation](#).

4. ACADEMIC HONESTY: Please be honest in all your work. Academic dishonesty is a serious offense in any academic institution. Moreover, in a Christian environment we believe one's character and honesty have spiritual and moral implications. Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty (including plagiarism) is the act of presenting information, ideas, and/or concepts as one's own when, in reality, they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) in the undergrad student catalog for definitions of kinds of academic dishonesty and for further policy information. Standards of honesty also apply to attendance: signing in for someone else or leaving after signing in is dishonest and will have consequences. All borrowed quotes and ideas must be correctly attributed. Cutting and pasting from internet sources without identifying sources is also plagiarism.

ARTIFICIAL INTELLIGENCE POLICY: In this class, you are allowed to use Artificial Intelligence (AI) tools (e.g., Grammarly, Word correction tools, ChatGPT, iA Writer, Marmot, Botowski, *etc.*) in the following limited ways. Firstly, the purpose of this AI use should be to help 1) prepare you for writing and 2) correct/improve writing that you have already created. Secondly, word processing correction tools (like Grammarly) which auto-correct spelling, punctuation, grammar, and sentence structure errors should be freely and frequently used—no acknowledgment/citation is necessary. Thirdly, more complex AI tools (like ChatGPT) may be used to prepare you for writing or correct/improve writing you have already created as

long as you include proper attribution, including tool name, version, year, month and day of the query and the statement “Generated using OpenAI. <https://chat.openai.com/>”

5. **FERPA:** In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by distributing all grades and papers individually. Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the “Information Release” section of the student portal. See [Policy Statements](#) in the undergrad student catalog.
6. **PLNU COPYRIGHT POLICY:** Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.
7. **STATE AUTHORIZATION:** State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student’s responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.
8. **PLNU ACADEMIC ACCOMMODATIONS POLICY:** PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student’s eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan (“AP”) to all faculty who teach courses in which the student is enrolled each semester. PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course. Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student’s responsibility to make the first contact with the EAC.