Orientation/Syllabus Letter  
Music 108  
Online World Music  
Spring 2014

Section: 95548  
Instructor: KC Manji  
Email: kc.manji@canyons.edu  
Subject: ONLINE World Music

Dear Student,

Welcome to Online World Music, M 108, a completely online course. This course is executed through connect4education and grades are recorded in both connect4education AND Blackboard.

Course description: Surveys non-Western cultures through their musical traditions.

Student Learning Outcomes: 1. Analyze the historical and social reasons that led to the development of different forms of music. 2. Evaluate different cultures through the study of their musical traditions, and appreciate the relationship between music and the society that develops that particular form of music.

PLEASE READ THE FOLLOWING INFORMATION WITH DETAIL.

You will need to go to the College of the Canyons Bookstore and request the course registration code for Music 108 from someone at the checkout stand. The cost is approximately $120.00. This represents purchasing a textbook. If you are not able to physically visit the bookstore you may order the registration code by accessing the bookstore's website by going to the main COC webpage. Purchase a NEW access code.

By purchasing this registration code you are in actual fact purchasing all of the necessary materials for the course. This includes the equivalent of many CD's of music, graphics, text, and QuickTime movies.

1. Once you have purchased the registration code please go to the COC webpage.  
2. Look at the top of the page for the Bb icon and click.  
3. Click on the Blackboard login button. Your user name is your 7 digit student ID number. If this is your first time, your password is Student.  
4. Once you are logged in look to the box on the left: My courses. CLICK on M 108.  
5. Look to your left under World Music, click on connect4education.  
6. This will take you to the correct link for this course. Click on this link and follow the prompts to access the course.

Once you logon and explore the Introduction section, check all due dates and TIMES. Also, make sure you can access the musical examples and assignments and navigate through the course. Click on the various tags to see what they contain, but do not try to open any quizzes or exams for it will force you to take them there and then. Please login within the first five days of the start day for the course, otherwise, you might be dropped from the course.

Some basic information:
You will need to be computer literate, well-skilled in basic document creation and handling, copy and paste techniques and how to attach documents when necessary. Grading assessments and weights are listed within the course.

You will need to know basic email resources and technique. Please make sure to write in the subject of your e-mails to me the words: World Music. This will ensure that it goes into my inbox and not into the bulk mail folder. You should have your own email account by our starting date. Sharing accounts is not a good idea. If you do not have one, the College can help you set one up free of charge. Go to the TLC and they will be glad to help.

You will need an up-to-date version of an internet browser.

We will be using BLACKBOARD on a limited use basis.

· The course is divided in half and separated by a mid-term exam.
· There is no extra credit offered or possible and no make up work is allowed.

For technical problems: If all fails, you may contact the server via telephone or via e-mail: Tel (703) 880 1180 from 9 am to 5 pm Eastern Time or Email to: Support@connect4education.com [I suggest email]

For Blackboard related issues: contact support at 661 362-3344 Bbsupport@canyons.edu

For all instructional questions, please contact me at: kc.manji@canyons.edu

A couple of hints and basic information that you need to know right off the bat:

· Because this is a totally online course all course all information will be via text. Pls get in the habit of reading everything carefully and thoroughly.

· You need to like to read.

· This is a packaged course and there are no extra credit options or ways to change missed deadlines.

· Be careful when answering questions. Once you submit your answer there is no way to make any changes.

· The course deadlines are broken up into 2 sections and divided by the mid-term so pls investigate the due dates and times closely.

· All assignments must reflect academic integrity and reflect your individual thoughts and research.
· This is a college level course and proper writing mechanics and spelling are expected on all written assignments. Think of the written assignments as just that and not informal conversations.

· Find a way to highlight all titles including music.

· Do your best to not fall behind in the course schedule. Music is unique in that it requires some of the concepts to be learned aurally and this tends to take repeated listening.

· Feel free to contact me for any help, guidance, or discussion concerning content.

Good luck and I’m looking forward to a successful session and getting to know everyone.

Happy New Year!

KC Manji