

How to Navigate the Course

Welcome to Piano Pedagogy & Literature at the University of Arkansas at Little Rock (UALR)!

We will be using Blackboard for this course. The syllabus, the lectures & readings schedule, and assignments will be posted in Blackboard. Learning Modules contain important course content, including PDFs of PowerPoints for my lectures, and a variety of reading assignments that supplement the course textbook. You will turn in assignments and participate in discussions within Blackboard. Blackboard becomes available to enrolled students beginning at midnight on the first day of classes.

I'm Dr. Linda Holzer. I've been a member of the piano faculty at UALR since 1995, and have taught Piano Pedagogy & Literature many times. (A bio sketch is available online at <http://www.ualr.edu/lrholzer/bio.shtml>) I can be reached by email at LRHolzer@ualr.edu or you may call me at my office at 501.569.8436. Email is preferred.

This course is 15 weeks long and covers a wide range of material related to best business and pedagogic practices in piano teaching. There are a variety of kinds of assignments you must do each week. Please make it a habit to log on to Blackboard for this course a minimum of twice per week to check the Lectures & Readings, the Learning Modules, the Calendar tool, the Assignments tool, and the Discussions tool.

Please note the following expectations and protocols to help you navigate the course, hand in assignments in the proper format, and use Blackboard course management software effectively.

On-Campus and Virtual Class Meetings:

For each class, on Mondays and Wednesdays at 9 AM, I will log on to **WIMBA Live Classroom** and deliver a lecture. Face-to-face students meeting with me in SUA-106E at that time will see the PowerPoint projected on a screen at the front of the classroom. Distance-learning students will hear the lecture and see the PowerPoint in WIMBA Live Classroom synchronously. The lecture will be **audio archived on WIMBA Live Classroom** so that students who need to take the class asynchronously may access the same lecture and PowerPoint. All students potentially may use the Distance-Learning features of the class, therefore all students should read the information at the link "[Distance-Learning: Technology Requirements.](#)"

Regardless of whether attending class on-campus or taking the course via distance-learning, all students enrolled in Piano Pedagogy & Literature are required to use Blackboard to access course materials such as handouts, via the Learning Modules tool, and to use the Discussions tool for journal submission. Use of the Assignments tool is required, and all written assignments are to be turned in on Blackboard. Additionally, all students take quizzes, the mid-term and final exam for this course online via Blackboard.

Sending E-mail:

Email is the best way to reach me outside of class. Please use email when you have questions specific to your individual work on an assignment or exam. My email address is LRHolzer@ualr.edu I will respond to your email within 24 hrs on weekdays and 48 hours on weekends. If you have questions specific to your individual work on an assignment or exam, please contact me via email rather than using the Discussions tool. Threaded discussions for general follow-up to lectures are public, a group forum for students enrolled in the course. Email is private.

You are also welcome to schedule an on-campus meeting or phone consultation. The syllabus lists my office location and office phone contact information.

E-mail Subject Line: Put a descriptive subject line in any email you send me. For example, if you have a question about a particular assignment, you might type "Question about Research Project 1" as the subject line.

Formatting Expectations for Assignments

For course assignments, you will be using the Assignments tool on Blackboard. Please use the following formatting conventions for turning in documents:

1. A title to the file that follows this convention: Lastname_titleofpaper#. Here's an example of a title the instructor might create for herself: Holzer_ ResearchProject_1
2. Page numbers and your name in headers on all subsequent pages (see Help in MS Word for instructions on making headers if you are unfamiliar with how to do this).
3. Double-spaced, readable, 12-point type font. One-inch margins.
4. Submit the paper in MS Word format. If you are not using Microsoft Word as your word-processing application, please save your document in either RTF format (Rich Text Format) or PDF format. Example: Holzer_ ResearchProject_1.rtf

Netiquette:

Although journal entries and threaded discussions are, to a degree, personal reflections, you are asked to write in a serious tone, and avoid slang and/or sarcasm. The online classroom is a formal learning environment, and formal conventions should be observed. Professionalism and courtesy are expected of all participants. Avoid using emoticons and instant message abbreviations, and other informal communication mannerisms. Remember to write clearly, in complete sentences. Do not use caps lock when typing; it implies yelling, and might give the wrong impression to others in the online learning environment.

It is important that when you wish to voice a difference of opinion, you do so constructively. Reasonable people can disagree while maintaining civility. Author Laurie Patsalides, managing editor of "Bright Hub," put it this way: "The golden rule of netiquette in an online class or environment is, do not do or say online what you would not do or say offline."

Tech Support:

If you have trouble accessing Blackboard or WIMBA Live Classroom, take steps immediately to report the problem to Blackboard Student Support. Email is the quickest resource.
bbhelp@ualr.edu

Things to Be Sure to Do Right Away:

Visit the Blackboard Student Support site <http://ualr.edu/support/blackboard/> If you have not used Blackboard before, do the tutorials for computer set-up, browser set-up, course tools, and course media. This will ensure that you understand the basic functions of Blackboard and configure your computer for this web-based server. This is required for first-time users, and recommended as a review for experienced students.

Carefully read the course **syllabus**, and purchase the required textbook. It is recommended that you print a copy of the syllabus and refer to it throughout the semester.

On the first day of class, access the Discussion tool on Blackboard and post an introduction of yourself by doing the Student Biographical Assignment.

Peruse the **Lectures & Readings Schedule**, Part 1. It is recommended that you print a copy of the Lectures & Readings Schedule, Part 1 & Part 2, and refer to them throughout the semester. It is essential that you refer to the **Lectures & Readings Schedule** at least twice per week to keep up with the course. This is the essential guide to what we are covering each week.

Peruse the **Calendar** tool. Note the due dates for **Assignments**. The Assignments are also indicated in the Lectures & Readings Schedule, and on the Assignments tool, but viewing them on the Calendar tool allows you to see where the assignments fall in relation to weeks and months of the semester. My policy is that assignments are due by the start of class on the due date. This class is scheduled Mondays & Wednesdays at 9 AM; assignments are due by 9 AM on the due date for the assignments.

Course Tools on Blackboard for This Course:

Assessments – Practice Quiz, Unit Quizzes, Mid-Term, and Final Exam are located here.

Assignments – All graded course assignments are located here.

Calendar

Discussions – This is a communication tool that allows for student discussion on various class topics. Discussions are grouped by thread.

Learning Modules – This is a tool for distributing documents, sharing links to web sites, and audio and video files. The **Lectures & Readings Schedule** refers you to specific Learning Modules for important course content throughout the semester that supplements the textbook readings.

Web Links – These are already visible in the Learning Modules, and the Lectures & Readings Schedule. No need to access them separately, from this tool.

I realize that we have a variety of technology skill levels in this class. Some of you have never used Blackboard before and others are experienced users. Please ask questions if you run into a problem. My goal is for students to feel comfortable in the learning environment and enjoy the course, as well as acquiring knowledge and skills.

Some helpful contact information:

Course Issues

Contact your instructor LRHolzer@ualr.edu

Login Help

Contact: UALR Computing Services

Location: Student Union B 205

Phone: 501.569.8720

Web: Computing Services Help Desk <http://ualr.edu/computingservices/>

Hours: Monday—Friday, 7 AM to 6 PM

Blackboard Technical Issues

Contact: UALR Blackboard Student Support

E-mail: bbhelp@ualr.edu This is the preferred contact method for technical questions about Blackboard.

Phone: For Blackboard technical support, you can contact the Blackboard Help Desk by phone during regular business hours at 501.683.7622 or during extended hours at 501.626.3318

	Regular Hours	Extended Hours
Monday – Friday	8:00 A.M. – 5:00 P.M.	6:00 P.M. – 9:00 P.M.
Saturday & Sunday		9:00 A.M. – 6:00 P.M.

Disability Resource Center

Contact: UALR Disability Resource Center

Location: Donaghey Student Center 103

Phone: [501.569.3143](tel:501.569.3143) (v/tty)

Web: <http://ualr.edu/disability/>

Hours: Monday–Thursday, 8 am to 5 pm

Financial Aid for Undergraduates

Contact: UALR Office of Financial Aid & Scholarships

Location: Administration North 101

Phone: 501.569.3035

Web: <http://ualr.edu/financialaid/index.php/home/undergraduate-aid/>

Student Accounts

Contact: UALR Bursar’s Office

Location: Administration North 204

Phone: 501.569.3450

Email: studentaccounts@ualr.edu

Web: <http://ualr.edu/bursar/>