Welcome to Piano Pedagogy & Literature, MUED 3302, at the University of Arkansas at Little Rock (UALR)!

This is an online course. Blackboard becomes available to enrolled students beginning at midnight on the first day of classes. Assignments will be posted and turned in on Blackboard.

I'm Dr. Linda Holzer. I've been a member of the Music Department faculty at UALR since 1995, and have taught piano lessons for many years. (A bio sketch is available online at http://ualr.edu/music/home/faculty/linda-holzer/) 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. Log on to Blackboard for this course a minimum of twice per week to check the Lectures & Readings, and the current Unit.

If you have not used Blackboard before, please visit the Blackboard Student Support site http://ualr.edu/blackboard/welcome/how-to/ do the tutorials. Blackboard is required for online courses at UALR. This will ensure that you understand the basic functions of Blackboard and configure your computer for this online course. This is required for first-time users, and recommended as a review for experienced students.

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.

**Sending E-mail:**

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_ReasearchProject_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, take steps immediately to report the problem to Blackboard Student Support. [http://ualr.edu/blackboard](http://ualr.edu/blackboard); to fill out a support ticket, use the online form at Contact and Hours. Remember to plan ahead, and do not wait until the night before something is due to start working on it. It is not realistic to expect instructor assistance or tech support assistance in the wee hours of the morning right before an assignment is due. Plan ahead, so that a question or challenge does not become a crisis.

**Things to Be Sure to Do Right Away:**

Visit the Blackboard Student Support site. If you have not used Blackboard before, please visit the Blackboard Student Support site [http://ualr.edu/blackboard/welcome/how-to/](http://ualr.edu/blackboard/welcome/how-to/) do the tutorials.
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Carefully read the course syllabus, and purchase the required textbook and beginner teaching methods specified.

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 current Unit. Assignments are due by 10 AM on the due date for the assignments.

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

Blackboard Login Help
Contact: UALR Information Technology Services
Email: itservices-help@ualr.edu
Phone: 501.916.3011
Web: Information Technology Services Help Desk http://ualr.edu/itservices/
Hours: Monday – Thursday: 7:00 am to 6:00 pm   Friday: 7:00 am to 5:00 pm

Blackboard Technical Issues
Contact: UALR Blackboard Student Support http://ualr.edu/blackboard http://ualr.edu/blackboard/contact/   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

Disability Resource Center
Contact: UALR Disability Resource Center
Location: Donaghey Student Center 103
Phone: 501.569.3143 (v/tty)
Web: http://ualr.edu/disbility/
Hours: Monday–Thursday, 8 am to 5 pm

Financial Aid for Undergraduates
Contact: UALR Office of Financial Aid & Scholarships
Location: Student Services Center, 2nd floor
Phone: 501.569.3035
Web: http://ualr.edu/financialaid/index.php/home/undergraduate-aid/

Student Accounts
Contact: UALR Bursar’s Office
Location: Student Services Building in Room 120
Phone: 501.569.3450
Email: studentaccounts@ualr.edu
Web: http://ualr.edu/bursar/