

Here are the details of how our semester will progress in Harmony 2. If you haven't watched my Introduction video, please do so first, then come back here. I will have your first week's assignments at the end of this message.

1. **Website.** Our class website, <https://www.michaeladduci.com/harmony1>, is where you will go to find everything. Always start there.
2. **Schedule.** I have updated our class schedule to show all assignments, tests, lectures and due dates. I have attached it to this email, and I have put it on my website.
3. **Grades.** Please check iLearn diligently to keep track of your grade. Don't forget about grades just because you aren't at school. Everyone must pass with a 70% or better to move on to Harmony 3 in the fall.
4. **GroupMe.** Everyone is on the group chat now, so that is a great place to ask questions. You may always contact me individually, as well.
5. **Lectures.** I plan to post three video lectures. The first one is now available on my website. Watch my lectures in a distraction-free environment, as much as possible. Take notes, pause and go back, study the examples imbedded in the video - treat this like a class session. This is my one chance to present content to you, since we aren't meeting regularly for review. Ask questions!
6. **Academic Integrity.** You must do all homework and exams by yourself.
7. **Homework.** There will be one assignment per week, **due on Fridays by 4:00 p.m. Central time.** You will turn in your HW by emailing it to me at madduci@tnitech.edu by the deadline. I will accept assignments for late credit (-15%) by the following Monday at 4:00 p.m. Central time. After that, you'll get a zero on that assignment.
8. **How to Do Your Homework.** All assignments are already posted to my website for you to access. I have set regular due dates to help you progress through the material. After watching lecture 1, you will be able to do all of the assignments, but please don't do them all right now - spread them out so you retain the information.
 1. The best way to do homework is to get the PDF from my website, print it out, do the assignment, and then scan it with your phone and email it back to me. Scanner apps have better resolution than taking a photo. iPhones can scan directly from the camera app. Android phones need to download a scanner app - I recommend TurboScan or CamScanner - they are free.
 2. If you don't have access to a printer, you can download the PDF and upload it to this website: <https://www.hipdf.com/pdf-editor>. This is a free PDF editor - you can create text boxes and type your analysis directly into the document, save it and email it to me.
 3. If you have an iPad, you can open the PDF in Notability or a similar app and write directly on the PDF, then save it and email it to me.
 4. If none of these options work, you will have to copy the homework out onto your own staff paper, do the assignment, scan it and email it to me. This will take a bit of extra time, but copying out music by hand is actually very good for you, so I'm ok with it.
9. **Exams.** We have two exams left - exam 3 and the final. Both of these will be take-home exams, with no set time limit. They will be due on a specific day by 4:00 p.m. Central

time. I will email them to you at least 48 hours before the due date so you have plenty of time to work on them. You will complete the exams the same way you do homework, and email them back to me by the due date/time.

10. **Practice.** I have posted seven worksheets, with answer keys, to my website. These are "in-class" activities that we would have done together. They are not assignments and are not due - please use them to help you study, and to generate questions. From time to time I will also post a practice video, where I work through an analysis or part writing example myself and talk you through it.
11. **Questions.** Learning remotely requires a higher level of personal accountability from students. You need to be disciplined in your study, and you need to ask me your questions regularly and right away. I can't be there to check in with you, and it is easy to feel isolated. Remember that I am thinking about you and I want you to do well, just as if we were still meeting in person. I can only help you if you tell me what you need help with. Never feel bad about reaching out to me! If you email at night, I may not get back to you until the morning, but I am still working Monday through Friday, just at home instead of in my office. I am here to help!

Thanks everyone!

Dr. Adduci