

Revised Course Policies and Information for Online Learning
[all changes from the original document are in red, but deletions are not indicated]

Objective	The primary objective of this course is to explore the mathematical, scientific, and engineering foundations of sound and music. Broad topic areas include the basic concepts of acoustics, the human perception of sound, how various types of musical instruments work, the fundamentals of sound recording and reproduction systems, and the acoustics of performance spaces.
Textbook	T. D. Rossing, R. F. Moore, and P. A. Wheeler, <i>The Science of Sound</i> , 3rd ed., Pearson New International Edition, Pearson Education Ltd., Essex, UK, 2014. ISBN-13: 978-1292039572. Supplemental readings will be posted to the course Moodle site.
Web Site	https://www.eg.bucknell.edu/~dkelley/univ213
Prerequisite	None, although the course is meant for students who are fascinated with how things work. Students should have a good understanding and affinity for algebra, trigonometry, and fundamental mathematical concepts such as functions, graphs, and summations.
Instructor	Prof. David Kelley, Breakiron 368, 570-577-1313, dkelley@bucknell.edu , In the event of illness, the alternate instructor is Prof. Robert Nickel, 570-577-3854, rmn009@bucknell.edu.
Communication	Check your e-mail and the course web site at least once per day . Most announcements, assignments, study aids, and other course materials will be distributed via those two methods . You are responsible for knowing and adhering to any policies or policy updates posted at the web site.
Academic Responsibility	You are expected to comply fully with the university's academic responsibility policies. Copying text or problem solutions, looking over a classmate's completed work, and other forms of plagiarism are not acceptable. I expect all submitted work to be your own. Deliverables produced for team exercises should be your group's own work. General discussions are okay, but sharing step-by-step instructions for solving a problem, sharing computer files, and direct copying are not. Refer to the "Academic Responsibility at Bucknell" web site (www.bucknell.edu/x1324.xml) or see me if these policies are not clear.
Bucknell University Honor Code	As a student and citizen of the Bucknell University community: 1. I will not lie, cheat, or steal in my academic endeavors. 2. I will forthrightly oppose each and every instance of academic dishonesty. 3. I will let my conscience guide my decision to communicate directly with any person or persons I believe to have been dishonest in academic work. 4. I will let my conscience guide my decision on reporting breaches of academic integrity to the appropriate faculty or deans.
Final Grade Computation	Your final course grade will be computed as shown below. Significant extra credit opportunities are not likely to be provided. Exam dates will be posted at the course web site.

Check-Ins	10%	
Classroom Conduct	5%	Only for the time before Spring Recess
Expository Paper	30%	
Homework	20%	weighted equally; lowest score dropped
Exam #1, Final Exam	30%, 5%	Higher weight applied to higher score

Scores on major assignments will not be discussed until a 24-hour "cooling off" period has passed unless points have been added incorrectly to obtain an overall score. An absolute scale with the following distribution will be used to determine your final course grade.

93-100 A	87-89.9 B+	77-79.9 C+	60-69.9 D
90-92.9 A-	83-86.9 B	73-76.9 C	< 60 F
	80-82.9 B-	70-72.9 C-	

Conflicts, Special Accommodations, Lateness, and Attendance Policies

If you know that you will not be able to complete an assignment by its deadline or take an exam at its scheduled time, **please notify me as soon as possible**. Because of the uncertainty that will accompany the COVID-19 pandemic and response, it is possible that everyone's circumstances could change rapidly. It will be important to maintain lines of communication. However, it will also be helpful and maybe even therapeutic to maintain as much regularity and consistency as possible in the face of the uncertainty. Please try to meet posted deadlines to the extent that you are able, but do not hesitate to ask for patience if you or someone close to you becomes ill or if you face unexpected hardships such as supply shortages. As in the first half of the semester, job interviews, religious observances, and extraordinary personal opportunities will be accommodated.

If you miss an exam, a major deadline, or other major activity due to illness, **please contact me as soon as possible**. We will schedule a make-up opportunity for a time after you have recovered.

A 10% score reduction will be imposed for homework submitted **after the deadline**; however, no homework will be accepted after the solutions have been posted. Exceptions will be made only for serious extenuating circumstances.

Additional policies might be posted at the course web site. If so, they will be announced **via e-mail** and on the main web page. You are responsible for knowing and adhering to any posted policies.

I support the right of every student to define their own identity. If you have a preference for a specific set of pronouns and other forms of address, please let me know.

If you have or develop a medical condition or a documented or suspected learning disability that might have an impact on your work in this course and for which you might require an accommodation, please contact me privately as soon as possible. Also contact Ms. Heather Fowler, Director of the Office of Accessibility Resources (570-577-1188 or hf007@bucknell.edu).

Check-Ins

You will be required to e-mail me every few days with a brief synopsis, reflection, or question about the assigned reading. The check-in e-mails will serve to confirm on a regular basis that you have a means of online communication and that you are continuing to engage with the course material. The nature of each check-in and the deadline will be announced via e-mail and the course web site. If for some reason you do not have access to e-mail, then you must contact me by the deadline via my office phone (570-577-1313), which will forward to my cell phone. Leave a voicemail message with the contents of your check-in response if I do not answer.

Homework Policies

The primary purpose of homework is to help you master the concepts presented in the course. I encourage you to work on homework in groups and to help each other understand the material within the scope of the "Academic Responsibility" section above. However, the less you rely on a study group to complete your assignments, the more effectively you are likely to learn the material. Ultimately, you need to make sure that you can solve exam problems, respond to discussion prompts, and complete other problem-solving tasks on your own.

Homework must be submitted by the indicated deadline. Place your name, the course number (UNIV 213), and the homework number at the top of the first page, and place the page number at the top of each subsequent page. You do not have to use a cover page. Where appropriate, clearly mark your answers by enclosing them in boxes. Problem responses must appear in the order in which they are listed on the assignment. Lack of compliance with one or more of these requirements could result in a score reduction. Sloppy or unreadable homework is unacceptable and could result in a score of zero. A subset of the problems might be selected for grading if the assignment is especially long. Assignments will be posted at the course web site, and solutions will be posted at the course Moodle site.

To submit paper copies of your homework (when applicable), please scan or photograph your homework pages and, if possible, convert them to PDF format. Upload the file via the link provided at the course Moodle site. Scanning is preferred, but if you have to photograph your homework, please try to use a low-resolution setting to minimize the file size. Collect the photos into a single PDF file or into a single word processing file that you then convert to PDF. If you have a black & white photo setting on your phone, please use it to further reduce the file size and improve contrast. Also, please check your photos for glare that makes the text difficult to read.

Time Commitment Time allotted to coursework outside of class is guided by the Bucknell University expectations for academic engagement: “Courses at Bucknell that receive one unit of academic credit [like UNIV 213] have a **minimum** expectation of 12 hours per week of student academic engagement. Student academic engagement includes both the hours of direct faculty instruction (or its equivalent) and the hours spent outside of class on student work.” In this course, during some weeks the work load could be greater than average, some weeks less, but it should average **at least 12 hours per week**. **The total includes time spent on reading, homework, check-ins, office hours, writing assignments, exams, and any other activity related to the course. If some aspect of the work seems to require an excessive amount of time, please let me know.**

Advice for Success **You should keep up with the reading and all posted online resources.** Homework assignments will be **closely aligned with** the assigned reading. Start homework assignments early.

You **must** read the textbook. **The posted lectures and demonstrations** are not a replacement for the assigned readings but instead are meant to add value to them and hopefully explain the more challenging portions. After many years of teaching, I have observed that students who do not read the textbook tend to struggle significantly with course material. The textbook fills in the details that I do not have time to cover in class and provides valuable reinforcement of the lecture topics.

Homework and other out-of-class activities are for your benefit. Take advantage of the opportunity to practice solving problems on your own to improve your learning and retention. Choose active studying over passive studying. Instead of simply reading the examples given in the textbook or in class, work out at least some of them yourself. Your primary concern should be to understand the concepts and solution techniques presented in the course. Developing valid thought processes that lead to comprehension should be your goal. Arriving at the correct numerical answer is of secondary importance.

Please **contact** me if you are struggling with any aspect of the course. If you think that you might be dealing with test anxiety, you should review the resources available on the Exams page at the course web site. These resources have been prepared by professional counselors and educators and comprise a rich and proven collection of advice for managing test anxiety. You should also consider consulting Bucknell’s Counseling & Student Development Center (570-577-1604).