

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**Vocal Ensemble-Coaching**

**MUEN - 1151-F3**

**Dr. Bonnie Borshay Sneed**

**NOTE: This is an 8-week course.**

**NOTE: This is a Blended/Hybrid course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

## Voice Ensemble - Coaching

MUEN 1151-F3

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### **Course Description:**

Individual Instruction, rehearsal of vocal repertoire. Involves one private lesson per week. May be repeated for credit. Special emphasis on music theory written and aural skills.

### **Prerequisites and/or Corequisites:**

NONE

### **Course Notes and Instructor Recommendations:**

This is a companion course to voice lessons, MUAP 1281, and also Theory and Sightsinging and Ear Training courses. Students are given the opportunity to practice with a teacher outside of theory class and lessons with an emphasis on the learning process and accuracy.

You will need:

1. Assignments from each week.
2. A pencil for making marks in the score.
3. Other materials as determined by the professor.

### **Instructor Information:**

Instructor Name: Dr. Bonnie Sneed

MCC E-mail: [bsneed@mclennan.edu](mailto:bsneed@mclennan.edu)

Office Phone Number: 299-8275

Office Location: BPAC 100

Office/Teacher Conference Hours: TBA

Other Instruction Information: <https://sites.google.com/site/bbsneed4>

### **Required Text & Materials:**

You will need:

1. Assignments from each week.
2. A pencil for making marks in the score.
3. Other materials as determined by the professor.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at

<http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) ([https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf)).

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

\* **[Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**  
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails.

**Forwarding Emails:**

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

**Methods of Teaching and Learning:**

On-on-one weekly session: Lab exercises

**Course Objectives and/or Competencies:**

A private "one-to-one" practice of singing, reading, and discussing necessary theory concepts.

**Course Outline or Schedule: (see Appendix)**

Student and instructor will meet weekly for 30 minutes.

**Course Grading Information:**

Each lesson will be graded on level of preparation, completion of assignments, attitude, attendance and promptness.

50% lesson attendance

50% lesson assignments completed

**Late Work, Attendance, and Make Up Work Policies:**

Attendance and promptness to all lessons is mandatory.

A 10 minute tardy for the coaching is a missed session.

“No call, no show” is an unexcused absence and will result in a failing grade for the lesson with no make-up lesson allowed.

Two hours’ notice of absence is required for an excused absence. Excused absences may be made up. Only two make up lessons are allowed per summer session.

ALL lessons missed due to teacher absence will be made up.

Make up lessons will **not** be rescheduled.

**Student Behavioral Expectations or Conduct Policy:**

*The General Conduct Policy in the Highlander Guide states: “Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.”*

The exam during the scheduled Final time will include:

1. A Written portion
2. A listening piece that is a “mystery composition” where the student will be required to list reasons why he/she thinks the piece represents a certain historical period.
3. An actual piece of music that a student needs to identify as much as possible about the composition.
4. Identify the major periods of music history, general style characteristics and genres of each period, and major composers of each period and representative works.

**\* [Click Here for the MCC Academic Integrity Statement](#)**

**([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))**

The link above will provide you with information about academic integrity, dishonesty, and cheating.

**\* [Click Here for the MCC Attendance/Absences Policy](#)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**Accommodations/ADA Statement**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

**\* Click Here for more information about Title IX**

**([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

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*Whether classes are on-line or in person, the same requirements will be used. Students are expected to have the necessary technology to access the Internet and use Zoom, YouTube, Brightspace, and Google products. Please see the professor if you cannot utilize these products.*