

McLennan  
C O M M U N I T Y  
C O L L E G E

WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Conducting**

MUAP 2201 01

**Dr. Bonnie Sneed**

**NOTE: This is a 16-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.

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**Course Description:**

An immersion into the development of skills and knowledge associated with instrumental and choral conducting, rehearsal techniques, and repertoire.

**Prerequisites and/or Corequisites:**

*Successful completion of Theory 3 or permission of instructor*

**Course Notes and Instructor Recommendations:**

*All courses materials will be provided by the instructor*

**Instructor Information:**

Instructor Name: Dr. Bonnie Borshay Sneed

MCC Email: bsneed@mclennan.edu

Office Phone Number: 254-824-8725 (email is faster)

Office Location: BPAC 100

Office/Teacher Conference Hours: M-Th 10:30-12:30; or by appointment

Other Instruction Information:

**Required Text & Materials:**

Students will have great success through daily attendance and practice of their repertoire.

Students will need:

1. A three-ring binder to hold your music, your notes, and any supplemental materials. Also include blank pages of notebook paper for taking notes.
2. Pencils to mark your music, including red, blue, and purple twistable colored pencils.
3. Any music you have been required to purchase.

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

**Methods of Teaching and Learning:**

Lecture, rehearsal, score preparation papers, and performance. Participation and attendance are a significant portion of this course.

Rehearsal/Participation Expectations - YOU are the conductor. That means there are no more excuses.

- On time to class means EARLY
- Music Folder and Pencil are ALWAYS present
- Take notes and Practice OUTSIDE OF REHEARSAL
- Demonstrate excellent posture and vocal technique
- Respect each other and improve as a Conductor
- NO cell phones, NO whining

**Course Objectives and/or Competencies:**

1. Students will be able to analyze a piece of music by breaking it down into sections.
2. Students will be able to conduct in the basic patterns of 4, 3, 2 and mixed meters.

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3. Students will be able to manage a rehearsal.
4. Students will be able to play some basic choral warm-ups from the piano.

**Course Outline or Schedule:**

Compositions to be studied: (Subject to change) - all will have score preparation assignments

Hymn – God of Grace and God of Glory - #420 – Presbyterian Hymnal – 4/4 time

Mozart – Ave Verum – with and without Strings (4/4)

Beethoven - String Quartet Op. 18, No. 4, Movement 4, Cut time – A and B

Brandenburg Concerto #1, Movement 3 – 6/8 – opening 30 measures

Mozart – Lacrimosa from *Requiem* – 12/8

Handel – And the Glory from *Messiah* (triple meter)

MIXED METER:

Presbyterian Hymnal - #48: half note beats, different meters – Lo How a Rose

Seek to Serve by Lloyd Pfautsch

**Course Grading Information: Standard 10% scale will be used**

1 – Attendance is mandatory. The student will be the conductor, the leader. If he/she is absent, one cannot perform as a conductor or as a singer in the ensemble. Everyone must attend to make this course successful. Students who are absent will not be given make-up work unless time allows for that. This is a hands-on course, and in order to learn and grow, each student must be present and participate. 40% of the grade.

2 – Assignments and Tests – They are the same thing. All are created equal. At the beginning of the course this will be conducting exercises and musical excerpts; later on, real music will be performed. Students are required to conduct in front of each other, even if they are not prepared. This is the life of a real conductor. Lack of preparation leads to an ensemble that lacks confidence and ability, and leads to a -0- for the conductor's time on the podium. It is the responsibility of the CONDUCTOR to be prepared. 30% of the grade.

Ideally, the student will not be focused on a “grade”, but rather, the student will simply be learning, as in a private lesson, how to improve his/her skills in conducting and leadership.

3 - Final - TBD – A conducting performance will be scheduled with a choral ensemble, perhaps on a student recital at the end of the semester or in an MCC choir rehearsal. The instructor reserves the right to decide when, where and how this performance will take place. 20% of the grade

4 – Notebook – Turned in with the final project; Specifics will be given later in the semester. This will include all music, class notes, exercises, handouts and any other pertinent information. A table of contents is required. More to follow. 10% of the grade.

**Should classes be moved on-line, we will continue to meet at the assigned time on Zoom.**

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

*Conductors do not have the luxury of late work or absences. You need to begin to see yourself as the "teacher". Please contact the professor as soon as possible should you need to miss anything.*

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There are no make-ups for being late, missing rehearsals, or missing any performances. Any extenuating circumstances should be brought to the attention of the professor as soon as possible in a face-to-face meeting. This is like a Class Lesson; time is used for the people who attend.

**Conducting Attendance Policy: You are the conductor.**

Absences are not excused or unexcused. They are simply absences. You forfeit your time and your ensemble's time to improve on your music.

**On the 3rd absence,** the student will be dropped from the course. If the student has already used all of his/her 6 drops, the student will receive an "F" for the course.

**Extenuating circumstances** must be discussed with the conductor within one week of the excessive absences.

Failure on the part of the student to communicate in person or in writing with the professor will not be an excuse for earning an F in the course.

***The responsibility is on the STUDENT to communicate with the professor about any extenuating circumstances. This must be done through a face-to-face meeting. These policies apply to ALL absences, including illness, school-related functions, family emergencies, etc. Students who know in advance of an absence should inform the instructor BEFORE the missed class (although advance notice does not mean an excused absence). It is your responsibility to inform your instructor of school sponsored activities before the absence. Emergencies will be handled on an individual basis.***

**Illness Policy:**

REHEARSALS/Class: Singers have a wide variety of maladies that may prevent them from actually singing during a rehearsal. A student will be expected to participate using his/her ears more than the voice. If a student is too ill to do this, then he/she should be home getting care.

PERFORMANCES/Test: If it is a sudden illness, the student should send an email to Dr. Sneed as soon as possible. (bsneed@mclennan.edu). The time on the email will be recorded. If there is no communication from the singer concerning the absence, the student will earn a "0". Any extenuating circumstances should be brought to the attention of the Conductor as soon as possible.

**Student Behavioral Expectations or Conduct Policy:**

*Each person in this course is learning. There will be many errors, mistakes and stumbles. That is part of learning, and all will learn from each other's mistakes. "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."*

**[\\* 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 additional guidelines specific to this course.

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

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# McLennan

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## ACADEMIC RESOURCES/POLICIES

### **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 or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at [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.

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

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[titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) 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 Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*