



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**APPLIED FLUTE**

**MUAP\_1217\_001**

**MASHA POPOVA**

**NOTE: This is a 16-week course.**

## APPLIED FLUTE

MUAP\_1217

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### **Course Description:**

Individual instruction in voice or brass, percussion, woodwind, stringed, or keyboard instruments. Available to non-majors as well as music majors who wish to study a secondary applied emphasis. Involves one private lesson per week and five practice hours per week. May be repeated for credit.

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

MUEN\_1121. Semester Hours 2 (2 lab)

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

The purpose of this class is twofold:

1. To provide private instruction on flute and piccolo to music majors in partial fulfillment of degree requirements in music and music education, and
2. To provide private instruction on flute and piccolo to those outside the music department who wish to improve their performance on their chosen instrument

### **Instructor Information:**

Instructor Name: Masha Popova

MCC Email: mpopova@mclennan.edu

Office Phone Number: (254) 299-8280

Office Location: Ball Performing Arts Center 116

Office/Teacher Conference Hours: By appointment only

Other Instruction Information: Contact through email is best

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

All required music for study will be selected by the instructor from technique books and solos appropriate to the student's individual level of development on the flute. Flute World, Carolyn Nussbaum Co, and JW Pepper have competitive prices.

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

**Methods of Teaching and Learning:**

Assignments will be made for each lesson and mastery of the assignments will be evaluated at the following lesson. Assignments will include technical studies, literature, listening, and some reading.

Students should bring to lessons the following items:

- Flute and/or piccolo in good working order; no leaks, etc.
- Metronome and tuner with drone function
- All assigned music and any other music with which the student might need assistance.  
Photocopies are acceptable only until music arrives, or for page turns
- Pencil and spiral notebook for taking notes

**Course Objectives and/or Competencies:**

- The student will be evaluated at the beginning of the first semester of study and appropriate materials will be selected for study.
- The student will meet for sixty minutes per week with the instructor at a time arranged at the convenience of both parties. Schedule changes will be communicated via email.
- The student should practice the assigned material a **minimum of ten hours** per week.

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be

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withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

### **Course Outline or Schedule:**

One 60 minute lesson each week in the spring and fall semesters to be scheduled at the convenience of both the student and instructor. One hour lesson each week in summer sessions.

### **Course Grading Information:**

Grades will be based on successful completion of:

1. performance and preparation of assigned material for each lesson (70%),
2. performance in studio class (5%),
3. performance in Student Recital (10%),
4. performance at Juries (10%),
5. recital attendance (5%), 15 a semester. Submit recital programs to applied teacher.

**Each unexcused absence (absence from a lesson without any prior notification) will reduce the final grade by one-half letter.**

### **Late Work and Make Up Work Policies:**

- All lessons are required. Each unexcused absence will reduce the final grade by one-half letter.
- A student is required to notify the teacher of an anticipated absence. A make-up should be scheduled by the student at that time, or as soon as possible. A missed make-up by the

student will not be rescheduled, will not be made up, and will be counted as a missed lesson.

- No more than two makeup lessons per semester are allowed.
- Lessons will not be made up if the student is not prepared or has been dismissed from the lesson for lack of preparation of the assigned material.
- Cancellations day-of will not be made up.
- Attendance is required at all student and Departmental recitals.
- Attendance is required at each Woodwind Studio Class, Thursdays 3-4pm.
- Each unexcused absence at any of these required events will reduce the final grade by one- half letter.

**Student Behavioral Expectations or Conduct Policy:**

The student is expected to arrive at the lesson on time and with the appropriate instrument in good working order. The assigned materials should be prepared as instructed. Repeated unpreparedness, a poor attitude, or poor etiquette (improper dress, improper language, etc.) will result in dismissal from the lesson.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<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.

10/09/2023



## **ACADEMIC RESOURCES/POLICIES**

### **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. For additional information, please visit [www.mclennan.edu/disability](http://www.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

### **Title IX:**

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. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It 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.

**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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [success@mclennan.edu](mailto:success@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

**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)

**MCC Academic Integrity Statement:**

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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 notified via 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.

**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. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).



**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 their 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. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.