



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**WIND ENSEMBLE  
MUEN 1121 – SECTION 1**

**JON CONRAD**

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

WIND ENSEMBLE  
MUEN 1121 SECTION 1

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**Course Description:**

Concert band, marching band, campus band, laboratory band (jazz/stage), symphony or orchestral group. Provides the opportunity for the study and performance of music in large and small ensembles. These courses are open to all students but are strongly recommended for all music majors and minors in their area of primary emphasis. Semester Hour 1 (3 lec/3 lab)

**Prerequisites and/or Corequisites:**

Participation by audition or consent of the instructor.

**Course Notes and Instructor Recommendations:**

Students who did not complete participation in high school band may not have the necessary skills for participation. For these students, the MCC Concert Band is encouraged.

**Instructor Information:**

Instructor Name: Professor Jon R. Conrad, Music Director, Conductor

MCC Email: [jconrad@mclennan.edu](mailto:jconrad@mclennan.edu)

Office Phone Number: 254.299.8220

Zoom ID: 254 299 8220

Office Location: BPAC 103

Office/Conference Hours: By Appointment

**Required Text & Materials:**

- SOLID BLACK, formal attire (see Concert Dress Section)
- Appropriate and functioning instrument
- A tuner (or Tonal Energy App)
- A metronome (or Tonal Energy App)
- All MCC Wind Ensemble issued music and MCC leather folder
- MCC Practice Room

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

**Methods of Teaching and Learning:**

The McLennan Community College Wind Ensemble is a major ensemble that performs significant repertoire for wind, percussion, string, and keyboard instruments. The ensemble is comprised of talented students from across the campus who have demonstrated an outstanding

WIND ENSEMBLE  
MUEN 1121 SECTION 1

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level of musicianship through an audition procedure. The Wind Ensemble performs five concerts each academic year featuring new works as well as core repertoire for Winds and Percussion.

**Course Objectives and/or Competencies:**

**PREPARATION**

- Musical and mental preparation for each rehearsal is critical to establishing excellence in the ensemble. This is a minimum expectation.
- Ensemble Rehearsal is not meant to develop or practice individual technique; it is for addressing issues of ensemble problems (precision, intonation, etc.) and exploring musical possibilities of a work.
- Reference recordings and scores will be made available on Brightspace for you to deepen your understanding of the work as a whole.

**SECTIONALS**

- One 1-hour Sectional is required each concert set. All members must be present to receive credit.
- Periodically, musical issues will require outside section rehearsals which may be called by your section leader.
- Submit your finalized schedule and your phone number to your section leader.
- Email [jconrad@mclennan.edu](mailto:jconrad@mclennan.edu) to secure a rehearsal space.
- When possible, a director or a studio teacher will be glad to lead or coach sectionals

**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 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.

WIND ENSEMBLE  
MUEN 1121 SECTION 1

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**Course Outline or Schedule:**

- The Wind Ensemble will meet in the Wilbur A. Ball Performing Arts Center Band Hall every Monday, Wednesday, and Thursday from 1:00 – 2:55pm. Rehearsal will begin promptly at 1:00. Arrive early and warm-up prior to rehearsal.
- A specific schedule for each rehearsal will be emailed in advance. Please check your email regularly and note whether you need to pick up new music prior to rehearsal.

**Course Grading Information:**

Your Final Grade will be determined by:

- Preparation of Music (prior to rehearsal)
- Degree of professionalism exhibited in rehearsals and performances. (i.e. attitude)
- Attendance and Promptness to Rehearsals, Sectionals, and Performances.

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

- Each unexcused absence from rehearsal will lower your final grade by one full letter grade. One unexcused rehearsal absence = B; two = C etc.
- **An unexcused absence from a dress rehearsal and/or performance will result in an F for the entire semester and dismissal from the ensemble.**
- Each tardy accumulates so that 3 tardies = 1 unexcused absence.
- **In case of absence, a substitute must be arranged to cover your part.**

**Note:** Excused absences are defined as illness (with note from a physician), family emergency, a McLennan Community College related event or activity (with prior approval), and religious holidays. Courtesy mandates notifying the instructor in advance of an absence whenever possible.

**Student Behavioral Expectations or Conduct Policy:**

In order to maintain a focused learning environment it is required that cellular phones and tablets be in the off position. Only in the case of emergencies or unusual circumstances will exceptions be afforded. Tuning apps are acceptable.

**[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.