



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Highlanders**

**MUEN 1151.051**

**Dr. Bonnie Borshay Sneed**

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

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

**Course Description:**

Vocal ensemble, glee club, madrigals, or small swing choir. Provides the opportunity for the study and performance of music in large and small ensembles. Semester Hour 1 (1 lec/2 lab)  
Focus is on Tenor-Bass repertoire.

**Prerequisites and/or Corequisites:**

*Placement by audition*

**Course Notes and Instructor Recommendations:**

Students will be successful through daily attendance and practice of their repertoire.

Rehearsal, assignments, and Performance are required.

**Instructor Information:**

Instructor Name: Dr. Bonnie Sneed

MCC Email: [bsneed@mclennan.edu](mailto:bsneed@mclennan.edu) (not answered between 6pm and 9am)

Office Phone Number: 254-299-8275 (cell will be given in class – text between 9am and 6pm)

Office Location: BPAC 100

Office/Teacher Conference Hours: M 11am – Noon; 2:30-4:30; Tuesday/Thursday 2:30-3:30

Other Instruction Information: Visit my personal website: <https://sites.google.com/site/bbsneed4>

ZOOM Link: <https://mclennan.zoom.us/j/2542998275>

**Required Text & Materials:**

Music is provided. Concert dress is required for all performances. All singers must be present and on-time in complete uniform (including the shoes, socks, etc) for all performances. Failure to do so will result in a lowering of the grade for the performance. Music is provided, but if it is lost, then the student is required to pay a \$35.00 missing music fee. A hold will be placed on the student's account until the music is returned or the payment is made.

**We don't want your money; just don't lose the music!**

**Uniforms:**

All BLACK

Tuxedos for Tenors and Basses - bow tie, cummerbund, jacket, pants, black shoes, black socks

These are to be purchased by the student

*Sing at MCC* polos will be provided as needed. Replacement cost for lost or damaged (including smoke aroma) items will be \$25.00.

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

**Methods of Teaching and Learning:**

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

Rehearsal/Participation Expectations (51% of the grade)

- On time to rehearsal 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 Singer
- Drink Water – bring a bottle to class
- Absolutely NO hairspray, perfume or cologne
- NO cell phones, NO whining

Performance Expectations (49% of the grade) – this includes Dress Rehearsals

- On time for dress rehearsal and performance call means EARLY
- Memorization is complete and music in the folder, if needed, is present
- Dress rehearsal does NOT mean come in your uniform – it means we run the entire concert
- Uniform is in clean and well-presented condition, and all parts are present (Concert only)
- Absolutely NO hairspray, perfume or cologne
- NO cell phones, NO whining
- Incorrect performance attire results in a deduction of one grade

**Course Objectives and/or Competencies:**

To rehearse and perform a large variety of choral music from the 16th-century to recently-composed choral works; in English and a variety of foreign languages; from a cappella to accompanied major works with orchestra. This repertoire will aid in the development of your vocal and choral singing and strengthen your skills in communication, team work, critical thinking and problem-solving.

The Choirs are a TEAM! We will:

Show respect for each other  
Collaborate with each other to provide more meaningful experience  
Create our own expectations for success  
What are our performance standards and expectations  
Communicate effectively with everyone  
Support each other's success  
Promote cooperation among everyone

The Choirs CARE! We will:

Demonstrate consistency between words and behaviors  
Handle confidential matters discreetly  
Take action to resolve problems quickly

The Choirs will IMPROVE everyday! We will:

Develop knowledge and enhance our skills  
Respond and ASK for help in rehearsal  
Respond and ASK for help from another singer  
Go see Dr. Sneed during office hours

Respond and Share my knowledge with others  
ASK!!! Never Give Up!!  
How can I learn better? ASK!  
How can I understand concepts better? ASK!

The Choirs' Individual GOALS!  
Became a better singer and human being  
Became more proficient at reading music -- better and quicker

**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.

**All events are required**

- Failure to attend dress rehearsals and concerts will result in a failing grade
- Failure to attend dress rehearsals and concerts will result in losing the choir scholarship and paying back what was awarded for the semester in which the singer did not attend the dress/concert events
- Attending dress/concert events late will result in a full grade deduction which may result in the loss of a choir scholarship
- Failure to attend concerts in the correct uniforms will result in a full grade deduction and may result in the loss of a choir scholarship

Formal attire required for the concerts – includes formals for SA; tuxedos for TB

SA will have the uniforms provided, but must have black dress shoes of their own  
TB need to purchase a black tuxedo, coat, pants, cummerbund, bow tie, black shoes, and black socks; plus white tuxedo shirt

*Before the 60% point of the semester, a student who is absent for 10% or more of a face-to-face or blended course or who misses 10% 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.*

**Course Outline or Schedule:**

*Occasionally, extra rehearsals or performances may occur for extenuating circumstances. Every attempt will be made to work out schedule challenges. Dates are subject to change and will be announced*

*through email and in rehearsal. You will be given enough time to re-schedule work with your employer. Saying you have to work is **not** an automatic excuse for missing a required event.*

**Spring 2024 CALENDAR (subject to change, but hopefully NOT)**

2/26 Monday, February 26 from 4:30-6pm

**Bosque Singers and Highlanders** Dress rehearsal - Location TBA

2/29 Thursday, February 29th 7:30pm, 6pm call – Location TBA

**Bosque Singers and Highlanders Concert**

(Hope to have location confirmed by the end of next week)

**All Choirs**

Thursday, April 4th 12:30-2:45pm, Dress Rehearsal, St. Alban's Episcopal Church

Monday, April 8th 7:30pm Concert, St. Alban's Episcopal Church

Other dates may be added in discussion with singers

**Course Grading Information:**

**Short answer? BE AT ALL REHEARSALS, ON TIME, WITH MUSIC AND A PENCIL!!**

(51% participation, 49% dress rehearsal and performances):

Everyone must attend rehearsals in order for the utmost collaboration and teamwork to occur among the singers. The choir's sound needs to be shaped and molded, and each person's unique voice contributes to the choral tone. Further, rehearsals require many markings and process-oriented activities that can only happen when the singer is present.

Performances are the final product of weeks of rehearsals, and are the only method of assessment for this portion of the grade. Students who fail to attend performances miss the opportunity to complete their own progress and prevent the entire ensemble from performing at its potential. **One cannot earn an 'A' for the semester if he/she does not attend all dress rehearsals and concerts.**

**Attendance Policy – no more than 1 unexcused absence**

You are not present. You cannot help your section or your choir move forward.

**Students are expected to be at every rehearsal since there is only one rehearsal a week.**

**Students may keep an A** for Participation in choir by having only 2 unexcused absences.

On the 2nd absence, the grade is a "B".

- Rehearsals: Tardies are not a good idea. 3 tardies = 1 absence
- Missing folder or pencil = 1 tardy
- 10 minutes late = 1 absence
- Failure to participate in rehearsal = 1 absence
- Failure to respond to email and/or texts within 48 hours = 1 tardy
- Failure to respond to email and/or texts after 48 hours = 1 absence
- Incorrect performance attire results in a deduction of one grade

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On the **3rd absence the student may not be permitted to sing in the concerts, nor attend any further rehearsals.** He/She may earn a "D" **ONLY IF** he/she completes a written, research paper on a composer and/or composition which will be assigned by the conductor. If the student does not complete the assignment by the last class day, the student will receive an "F" in the course. If there are extenuating circumstances, a "C" may be assigned at the discretion of the Conductor.

Students who **fail to attend dress rehearsal will not be permitted to sing in the performance**, and will earn an "F" for the semester. Students who are absent from any performance will earn an "F" for the semester. Students will **not be allowed to drop** without the permission of the Conductor which includes a face-to-face scheduled appointment between the student and the Conductor. **NO STUDENTS will be allowed to drop from the course after September 5th.** This is an auditioned ensemble, and selection for the choir is an honor and a privilege.

**Scholarship students who earn a "B" will be on probation for the next semester. Those who earn a "C" will lose their scholarship for the next semester, and may have to repay it.** 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 Conductor will not be an excuse for earning an F in the course. ***The responsibility is on the STUDENT to communicate with the Conductor. This must be done through a face-to-face meeting.***

*The Choir is only as good as its least dedicated member. DON'T LET THAT BE YOU!*

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

There are no make-ups for being late, missing concerts or rehearsals.

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**Student Behavioral Expectations or Conduct Policy:**

*General Conduct Policy in the Highlander Guide. "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 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.

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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.