

Updated 08/14/25



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

VOCAL ENSEMBLE: HIGHLANDERS - MUEN 1151 - 001

MEETING TIME: MONDAY, 2:30-4:00PM

INSTRUCTOR: JENNA MCLEAN

NOTE: This is a 16-week course.

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

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MUEN 1151_001

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. 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 (1 lec/2 lab)

Prerequisites and/or Corequisites:

Placement by audition

Course Notes and Instructor Recommendations:

- *Attendance and participation at all rehearsals/concerts is crucial to pass this course*
- *Occasionally it will benefit the student to review their individual choral part outside of the rehearsal setting.*
- *Students should bring their black 3-ring binder, music, and a pencil to each rehearsal.*
- *Communication is key! Communicating with your director in a timely manner will go a long way to avoid possible conflicts.*
- *Read through the syllabus carefully! Your concert and rehearsal schedule is at the end of this document.*
- *Check your Brightspace and Email!*
 - *Weekly updates will be provided so that we are all on the same page.*
 - *Rehearsal tools such as recordings and part tracks will be provided on Brightspace as we need them.*

Instructor Information:

Instructor Name: Jenna McLean
MCC Email: jmclean@mclennan.edu
Office Phone Number: 254-299-8275
Office Location: BPAC100

Office/Teacher Conference Hours:

Monday/Wednesday: 10:30AM -12:30PM
Tuesday/Thursday: 11:30AM -12:30PM
Available in person or via Zoom
Zoom Link:
<https://mclennan.zoom.us/j/4991395001>
If the above times do not work in your schedule please email jmclean@mclennan.edu

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Required Text & Materials:

- Sheet Music - Provided
 - If all music is not returned at the end of the semester the student will be charged a \$35 music replacement fee. A hold will be placed on the student's account until the music is returned or the payment is made.
- Concert Uniform:
 - Concert attire: *Concert Black*.
 - Options include:
 - Black slacks/dress pants and a black long sleeve blouse or shirt
 - Black dress (floor length OR knee length with black tights)
 - Sleeves on shirts and dresses should be at least quarter length
 - If you do not already own items that would fit these guidelines please email jmclean@mcclennan.edu, and we will help you out!

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

Methods of Teaching and Learning:

- *Lecture*
- *Rehearsal*
- *Performance*

Course Objectives and/or Competencies:

- To establish a creative environment that is challenging and fulfilling while exposing students to quality choral literature.
- To provide a safe space for all musicians to engage with one another, course content, and community in a respectful and meaningful way.
- To provide a high-quality choral experience for both the music and non-music major populations, through tone development, musicianship, aesthetic sensitivity, expressive singing elements, communication, and community building.
- To share our passion for the enrichment and uplifting of others' lives through the offering of our love of singing with others through collaborative musical endeavors.
- To serve as positive representatives of ourselves, the ensemble, and McLennan Community College.

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Course Attendance/Participation Guidelines:

Attendance at each rehearsal and concert is critical for success in this course. More information pertaining to attendance in relation to your course grade can be found under “Course Grading Information.”

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

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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.

VPA Attendance Policy Exception for Ensembles and Production:

*****Absence from 10% of scheduled ensemble and production meetings/rehearsals will be taken as evidence that a student does not intend to complete the course. If this occurs prior to the 60% point of the semester, the instructor will withdraw the student from the course with an assigned grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and complete the course. In the event of an excused absence (illness or death in the immediate family or attendance of an MCC sponsored event), prior notification of the missed rehearsal is required.**

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Course Grading Information:

Attending all rehearsals, dress rehearsals, and concerts is essential for fostering collaboration, learning, and progress.

Rehearsals (60%)

- Students will receive a weekly rehearsal grade.
- Absences: “1 For Free” - Students are allowed 1 absence that will not affect their grade. Each subsequent absence will result in the student’s semester grade being reduced by a full letter grade. Absences should be communicated via email to the director (jmclean@mclennan.edu).
 - Failure to participate in a rehearsal will result in 1 absence.
 - 3 tardies to class will result in 1 absence being counted.
- Participation:
 - On time arrival. Meaning you arrive early enough to be in your seat and ready to sing at the beginning of rehearsal.
 - Must have a music folder and pencil.
 - The use of cell phones or internet browsing is not allowed in class at any time (unless specified by the instructor) and is grounds for dismissal from the class, with an absence designated for that day. There will be occasional assignments that require cell phone usage. These are exceptional. Please be sure they are turned off and put away before class begins.
 - Actively participating in the singing and music making process.

Dress Rehearsals and Concerts (40%)

- Attendance is mandatory.
 - Failure to attend a dress rehearsal will result in the student not being allowed to sing in the concert.
 - Failure to attend and sing in the concert will result in a failing grade.
- On time to dress rehearsal and concert call times.
- Music in a black 3-ring binder.
- Occasionally we will perform music by memory. In these cases you will be notified well in advance and must have it memorized for the concert as assigned. Don’t worry, we will have plenty of class time to work on this where applicable!
- No cell phones permitted during the dress rehearsal or concert.
- Arrive at concert call times dressed in prescribed concert attire (detailed under “Required Texts and Materials”)

****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.*

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Late Work and Make Up Work Policies:

This is a performing ensemble. Attendance and participation at rehearsals, concerts, and dress rehearsals is crucial.

If a student misses more than three rehearsals due to extenuating circumstances they can schedule a meeting with the conductor to discuss the possibility of make-up options. Make-up assignments are assigned at the discretion of the instructor. This is not guaranteed. Student attendance is imperative to their success as an individual and to the ensemble.

Dress rehearsals and concerts do not have a make-up option.

Student Behavioral Expectations or Conduct Policy:

The singers in the MCC Choirs are expected to respect themselves, one another, and the process of their collaborative work together as artists. With that in mind, we have the following expectations:

- **Show Up**
 - Be present in rehearsal both physically and mentally.
 - Be on time - it is expected that all musicians are in their rehearsal place with all materials to start rehearsal
- **Pay Attention**
 - Contribute to a productive rehearsal environment
 - Be cognizant and respectful of your fellow singers and collaborative musicians.
 - Unplug: No cell phones or connected devices (watches, apps, etc.): Set devices to a “Do Not Disturb” setting.
- **Be an Active Participant**
 - Mark sheet music purposefully -this aids in the internalization of music and minimizes repeated instruction.
 - Monitor your posture and vocal technique – sit/stand tall, to keep the instrument in its optimal position; be responsible for producing your best individual vocal tone at all times.
 - Give your best effort and thought to all rehearsal activities.
 - Practice your music and/or be tracking in your sheet music when not asked to sing.

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Course Outline/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.***

FALL 2025 CALENDAR

October 6th, 2:30-4:00PM	Fall Concert Dress Rehearsal, BPAC
October 7th, 7:30PM (6:30PM Call Time)	Fall Concert, BPAC
December 5th, 7:30PM (Call time TBA)	Highlander Holiday Winter Concert, BPAC

06/24/2025



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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). For additional information, please visit www.mclennan.edu/disability

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

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

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/>

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>.

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) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html>

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:

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

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.

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 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.

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.