



## **Freshman Success MUS – 110 – 02E**

COURSE SYLLABUS: Fall 2023  
Tuesdays and Thursdays

### **INSTRUCTOR INFORMATION**

Instructor: Mike Guzman  
Office Location: 194  
Office Hours: By appointment  
Office Phone: (903) 468-8124  
University Email Address: [Mike.Guzman@tamuc.edu](mailto:Mike.Guzman@tamuc.edu)  
Preferred Form of Communication: Email  
Communication Response Time: 24 Hours

### **COURSE INFORMATION**

Textbooks: N / A

Other materials:

- A three-ring binder to organize class materials.
- Notebook paper for taking notes during class.
- A writing utensil.
- Access to a computer and printer to complete assignments and submit them to the instructor.
- A mobile device when given authorization to use in class.

### **Course Description**

This course prepares students for optimal success at the university and beyond by motivating them to develop skills, knowledge, and behaviors that will create confident, self-sufficient learners.

*The syllabus/schedule are subject to change.*

## **Student Learning Outcomes:**

Upon completion of the course, students will be able to:

1. Gain an overview of the customs, organization, and academic disciplines within an institution of higher education.
2. Familiarize oneself with the history, faculty, and programs of study within the university and the Department of Music at Texas A&M University-Commerce.
3. Increase one's effectiveness in practical matters such as time management, organization, and planning.
4. Develop general skills in critical thinking, creative problem solving, and other necessary tools/habits for success in college and beyond.
5. Learn and employ sound practices in research, study, and practice.
6. Gain a specific understanding of the conceptual and practical demands of the study of music.

## **Instructional Methods**

Instruction will include lectures by the instructor, class discussions, and a series of guest speakers representing the music faculty and other divisions of the University.

## **GRADING**

Final grades in this course will be based on the following scale:

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 59% or Below

## **Assessments**

### **Assignments, Grading Policies, and Calculation of Final Average:**

1. Participation and involvement in all class activities.

Engagement, participation, and a positive attitude are important in a course of this kind, as they are in any area of college and life. Students will participate in classroom discussions, presentations, and fieldtrips, the details of which will be announced by the instructor. It is especially important that first-year students begin the process of integrating into both the university and department's community of scholar/musicians.

2. Reading

*The syllabus/schedule are subject to change.*

It is imperative that students stay up to date on their assigned readings. Topics covered in the readings will often frame the activities/discussion in class. Please do not ignore this important component of the course.

### 3. Completion of written assignments.

Students must turn in all written assignments at the designated time to receive credit. Written assignments must follow the format given by the instructor to be accepted.

### 4. Final Examination.

A cumulative written final exam will be administered at the end of the semester. Content for the exam will be taken from readings and discussions throughout the course of the semester. Date of final is TBD.

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_supp ort.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_supp ort.htm)

YouSeeU Virtual Classroom Requirements: <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

*The syllabus/schedule are subject to change.*

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### **Interaction with Instructor Statement**

I encourage students to communicate with me as much as possible, especially if a student has questions, feels challenged by the academic content of the course, or has missed classes. I also encourage students to communicate with me prior to a known absence. My office hours are indicated at the top of the syllabus. If you cannot see me during my regular office hours, please email me to set up an appointment at a time that is mutually convenient. Apart from speaking to me before or after class, email is usually the best means of getting in touch with me, as well as the official form of communication for the university. Please do not try and contact me through any kind of social media platform.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

#### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

*The syllabus/schedule are subject to change.*

## **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

## **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

## **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

*The syllabus/schedule are subject to change.*

## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

## **AI Use in Courses (Draft)**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

*The syllabus/schedule are subject to change.*

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty  
 13.99.99.R0.10 Graduate Student Academic Dishonesty

## COURSE OUTLINE / CALENDAR

Week	Date	Topic	Assignment Due
1	8/29/23	Course intro / Expectations	N / A
	8/31/23	Being a Music major LECTURE	N / A
2	9/5/23	No Class	N / A
	9/7/23	Discovering the Music Department LECTURE	N / A
3	9/12/23	Possible Dr. Branscome LECTURE	N / A
	9/14/23	Music Theory / History resources LECTURE	Branscome quiz due
4	9/19/23		Theory presentations (in class)

*The syllabus/schedule are subject to change.*

	9/21/23		Theory presentations (in class)
5	9/26/28	Possible officer Dietrich LECTURE	
	9/28/23	Time management LECTURE	Dietrich quiz due
6	10/3/23		Time management presentations (in class)
	10/5/23		Time management presentations (in class)
7	10/10/23	Possible Counseling Center LECTURE	
	10/12/23	How to practice LECTURE	Counseling Center quiz
8	10/17/23	Mid - Term Review	
	10/19/23	Possible Mid - Term	
9	10/24/23		How to practice presentations (in class)
	10/26/23		How to practice presentations (in class)
10	10/31/23	Possible library LECTURE	
	11/2/23		Library quiz due

The syllabus/schedule are subject to change.



11	11/7/23	History of the University LECTURE	N / A
	11/9/23	History of the University LECTURE	N / A
12	11/14/23	Writing LECTURE	
	11/16/23	TBD	Writing quiz due
13	11/21/23	TBD	History of the University paper due
	11/23/23	Thanksgiving Break	
14	11/28/23	TBD	History of the University paper due
	11/30/23	TBD	History of the University paper due
15	12/5/23	TBD	History of the University paper due
	12/7/23	Finals Review	N / A
16	TBD	Final	

*The syllabus/schedule are subject to change.*