



**Music Technology**  
**MUS 310 –Spring 2023**  
**Section 01E (20135) T/R 9:30a-10:50a**  
**Room 209**

Instructor: Tanner Leonardo                      Graduate Assistant:  
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Office Hours: By appointment

**COURSE INFORMATION**

**Materials:**

Textbook(s): There is no textbook for the course  
Other: An external USB Drive  
A device or notebook for notetaking  
Headphones/earbuds with 1/8” adapter  
Access to a computer

**Student Learning Outcomes:**

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

1. Understand multiple uses for technology in the contemporary music classroom.
2. Understand the basic functions of a computer/music workstation.
3. Demonstrate the use of:
  - Word processing software for the creation of resumes, letterhead, concert programs etc.
  - Spreadsheet/Database software for use in managing inventory, music library, student information, recruitment, accounting, mass communication, etc.
  - Cloud-based management applications for the control of inventory, music library, student information, recruitment, accounting, mass communication, etc.
  - Web-based student assessment and performance-practice software.
  - Digital audio downloading/editing software for processing sound in a digital environment
  - Music notation software for composition, arranging and preparing classroom lessons
  - Website Design Basics
4. Become acquainted with:
  - Digital Audio Workstations, their purpose and utilization in the classroom
  - Portable device apps with specific applications to a variety of individual, classroom, small and large ensemble settings
  - Live audio and sound reinforcement equipment

- Music Classroom hardware (just intonation and app-based tuners, classroom metronomes, etc.)

**Lab Hours:** To be announced

### **Academic Integrity:**

All student work must be completed entirely by the submitting student. Under no circumstances should students share files or use another student's work. Doing so, whole or in part, will be considered academic dishonesty.

### **Conduct:**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (Student's Guide Handbook, Policies and Procedures, Conduct). A&M-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.

In order to maintain a focused learning environment, it is required that **all cellular phones and other hand-held electronic devices be turned off or made inaudible during class unless permission is given by the instructor.**

As this course is computer based, all work will be done using Apple computer products. Lab computers are not to be used for personal reasons (sending/responding to emails, web browsing, etc.)

### **Course Engagement:**

Engagement in the course is the student's responsibility. Students are expected to fully participate in the course whether face-to-face or in a virtual modality. It is also imperative students and faculty communicate consistently and frequently. If, for any reason, you, the student, are not able to complete assignments or actively engage in the course, you **MUST** contact your instructor.

Engagement and Participation in the course will be assessed per the individual instructor.

### **Grading:**

Grades will be determined by:

Engagement/Preparation - 30%

Assignments and Projects - 60%

Midterm – 5%

Final Exam - 5%

**Grading Scale:**

All assignments and the final exam must be completed for the student is to pass the course.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

**Modality:**

This course will be presented in a face-to-face format. Most assignments will be submitted through D2L.

**UNIVERSITY POLICIES AND STATEMENTS****Department of Music Mission Statement:**

The Music Department of Texas A&M University-Commerce promotes excellence in music through the rigorous study of music history, literature, theory, composition, pedagogy, and the preparation of music performance in applied study and ensembles to meet the highest standards of aesthetic expression.

**University Mission Statement:**

Texas A&M University-Commerce provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, social, and economic vitality of Texas and beyond.

**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](#)

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

### Graduate Student Academic Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### **Students with Disabilities:**

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

Waters Library- Room B40

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

Fax (903) 468-8148

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

Website: <https://www.tamuc.edu/student-disability-services/>

### **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)

### **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>

### **Use of Electronic Devices**

In order to maintain a focused learning environment, it is required that **cellular phones be turned off or made inaudible during class**. This includes checking emails on any other device.

### **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 sexualorientation, gender identity, or gender expression will be maintained.

## 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.

### **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>

### **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.

### **Final Exam**

**Section 01E (20135)** Thursday, May 9, 2023 8:00 AM – 10:00 AM