



MUS 110, 01E, Freshman Success

COURSE SYLLABUS: Fall 2024
Tuesdays and Thursdays 11:00am-11:50am

INSTRUCTOR INFORMATION

Instructor: Ben Carlee
Office Location: RM 219
Office Hours: By appointment
University Email Address: ben.carlee@tamuc.edu
Preferred Form of Communication: University Email
Communication Response Time: 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required – None. Readings will be provided by instructor.

Other Materials:

- A three-ring binder to organize class materials.
- Notebook paper for taking notes during class.
- A writing utensil. (pen and pencil)
- 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

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. Familiarize oneself with the available campus resources.
4. Enhance practical skills in time management, organization, and planning for greater effectiveness.
5. Develop necessary tools/habits for success in college and beyond.
6. Learn and employ sound practices in research, study, and practice.
7. Gain a specific understanding of the conceptual and practical demands of the study of music.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students should have basic computer skills, including proficiency in word processing, file management, and internet browsing. They should be comfortable navigating common operating systems (e.g., Windows, macOS) and using standard software applications (e.g., Microsoft Office, Google Docs). Additionally, students need to be competent in using email for communication, including attaching files and composing messages, and must be familiar with online platforms, such as the course's Learning Management System (LMS), for accessing materials, submitting assignments, and participating in discussions.

Instructional Methods

Instruction will involve a combination of instructor-led lectures, class discussions, and presentations by guest speakers from various university faculty.

Student Responsibilities or Tips for Success in the Course

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 field trips, 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. Videos
Students must stay up to date on their assigned TedTalk videos. Topics covered in the videos will often frame the activities/discussion in class. Please do not

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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 final exam (presentation) 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.

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

Weights of the assessments in the calculation of the final letter grade:

Weekly Assignments	35%
Quizzes	15%
Midterm Exam	20%
Final Presentation	25%
Participation	5%
TOTAL	100%

Assessments

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>

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LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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.

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>

Interaction with Instructor Statement

I **strongly** encourage students to reach out to me whenever needed, whether it is to ask questions, discuss challenges with the course material, or address any missed classes. If you anticipate an absence, please let me know in advance. My office hours are listed at the top of the syllabus, but if you are unable to meet during those times, feel free to email me to arrange an appointment at a mutually convenient time. While you can also speak to me before or after class, email is typically the best way to contact me and is the official communication method for the university. Please avoid contacting me via social media.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Respectful behavior is always expected. While you may encounter differing opinions during discussions, maintaining respect for others is non-negotiable. Please also refrain from using cell phones during class unless explicitly instructed otherwise, as they can distract both your peers and the instructor.

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.

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

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>

TAMUC Attendance

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

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

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 Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty Form](#)

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<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.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

Website: [Student Disability Services](#)

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

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>

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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

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



<http://telusproduction.com/app/5108.html>

AI use policy

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).

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

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COURSE OUTLINE / CALENDAR (Subject to change)

Week 1 – Welcome to TAMUC/Department of Music
Resources/Campus Resources/E-Communication
Skills

Week 2 – Mindset Matters

Week 3 – Effective Practice Strategies

Week 4 – Time Management Strategies

Week 5 – Intro to Library Resources

Week 6 – Health and Wellness for Musicians

Week 7 – Conflict Resolution Strategies

Week 8 – Midterm Exams

Week 9 – Public Speaking and Presentation Skills

Week 10 – Music Theory and Musicology in Practice

Week 11 – Intro to Music Technology

Week 12 – Pedagogy in Practice

Week 13 – Networking and Building Relationships

Week 14 – Careers in the Arts

Week 15 – Career Planning and Goal Setting

Week 16 – Final Presentations

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