SCHOOL OF
Music

MUS 149, 151, 152, 351, 352, 551, 552
Applied Trombone
Course Syllabus Spring 2026

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Office Hours: By Appointment
Preferred Form of Communication: Email
Communication Response: Within 24 hours

Adjunct Instructors of Trombone

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SCHOOL OF MUSIC MISSION STATEMENT

The School of Music at East Texas A&M University 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.

COURSE INFORMATION

COURSE DESCRIPTION

Music 149 is applied music at the beginner level. Intended for students majoring in subjects other than music.

MUS 151 Applied Music (Minor applied). One to four semester hours. Private instruction for music majors in keyboard, voice, instruments, or composition. The course includes recitals and performance forums with teacher-directed student evaluations and instructions. May be repeated for credit.

MUS 152 Applied Music (Principal applied). One to four semester hours. Private instruction for music majors in keyboard, voice, instruments, or composition. This course includes recitals and performance forums with teacher-directed student evaluations and instructions. May be repeated for credit.

MUS 351 Applied Music (Minor applied). One to four semester hours. Private instruction for advanced music majors in keyboard, voice, instruments, or composition. This course includes recitals and performance forums with teacher-directed student evaluations and instructions. All students must pass the upper division barrier examination prior to enrollment. May be repeated for credit.

MUS 352 Applied Music (Principal applied). One to four semester hours. Private instruction for advanced music majors in keyboard, voice, instruments, or composition. This course includes recitals and performance forums with teacher directed student evaluations and instructions. All students must pass the upper division barrier examination prior to enrollment. May be repeated for credit.

MUS 551 Applied Music (Minor applied). One to four semester hours. Private instruction for graduate performance majors. Prerequisites: Satisfactory level assessed in the applied music performance audition.

MUS 552 Applied Music (Principal applied). One to four semester hours. Private instruction for music majors in keyboard, vocal instrumental, conducting, or composition. May be repeated for credit.

Applied Lessons at all levels will utilize live and recorded performances, pedagogical books, and method books and solo materials pertaining to trombone performance and pedagogy. Through individual lessons, students will gain proficiency in playing and teaching the trombone. The applied instructor selects literature and plans lessons in a progressive sequence tailored for each student's ability level and learning style to prepare the student to meet stated learning outcomes. Thus, the literature and skills addressed in each lesson will vary according to each student's experience in performance repertoire and strengths and weaknesses. In practice, after assessing a student's skills and needs in the early lessons, the applied instructor often provides a more detailed overview of the semester's activities; however, this overview is specific to that student and the sequential activities are contingent upon that student's continued progress. Students will improve fundamentals, technique, and musicianship through the study of:

- Fundamentals exercises
- Technical exercises
- Etudes
- Solos
- Orchestral and band excerpts
- Improvisation

STUDENT LEARNING OUTCOMES

In this course, students will:

Minors

MUS 149: Students will perform selected repertoire with technique and musicianship suitable for a non-major and appropriate to the student's musical and developmental level.

MUS 151: Students will perform selected repertoire with basic technique and musicianship suitable for a secondary performance medium.

MUS 351: Students will perform selected repertoire with basic to intermediate technique and musicianship suitable for a secondary performance medium.

MUS 551: Students will perform selected repertoire with intermediate to advanced level technique and musicianship suitable for a minor applied lesson at the graduate level.

Majors

MUS 152: In level one principal applied lessons, students will perform selected repertoire suitable to the student's musical development with intermediate technique and musicianship in preparation for the upcoming junior level proficiency exam.

MUS 352: In level three principal applied lessons, students will perform selected repertoire suitable to the student's musical development with advanced technique and musicianship in preparation for the upcoming junior or senior recital.

MUS 552: In level five principal applied lessons, graduate students will perform selected repertoire suitable to the student's musical development with professional level technique and musicianship in preparation for the upcoming graduate recital.

In all applied lessons, students will improve their ability to perform musically on the trombone and become more informed and mature as a musician. Regardless of a student's major, musical or social background, past study, or musical aspirations, all students are expected to demonstrate personal investment towards their musical goals and progress on their instrument and as a musician. Students will become familiar with trombone solo literature through both listening and performance; develop pedagogical methods for teaching the trombone; become familiar with important trombone performers and pedagogues; and become an independent musician, capable of making informed and artistic decisions. The instructor sets specific short and long-term expectations on an individual basis to guide student progress for learning repertoire, development of skills on their instrument, and musical knowledge and understanding. Expectations are based on the student's musical goals. It is the student's responsibility to adequately prepare for each lesson to meet the expectations.

COURSE MATERIALS

All students are ***required to own*** the following materials by **week two** of the current semester. Failure to own required materials may result in the reduction of the overall course grade by one-half letter grade or reduction of each lesson grade during which the student does not have the required materials. A complete list of required and recommended supplies with links to purchase options is available on the D2L Applied Lesson shell.

Primary Instrument: All Music Education and Music Performance are required to own professional-level instruments appropriate to their intended careers. **It is required that your instrument be a professional quality and maintained in good working order.*

Music

- Method books (listed below)
- Solo repertoire (as assigned on an individual basis)

Mutes

- Straight
- Cup

Recommended mutes:

- Harmon
- Plunger
- Bucket

Additional Supplies

- Binder/Folder for music (trombone choir sheet music, solos, etc.)
- Pencil with eraser (required at every lesson and rehearsal)
- Tuner and metronome *(apps are acceptable - Suggested app: Tonal Energy Tuner)*

Instrument Maintenance Supplies

- Slide Lubricant

- Spray bottle
- Tuning slide grease
- Slide snake
- Mouthpiece brush

Required Method Books
Arban, ed. Alessi/Bowman. *Complete Method* Bordogni, Marco, arr. Rochut. *Melodious Etudes Vol. 1* Blazhevich, Vladislav. *Advanced Musical Etudes* Edwards, Brad. *Lip Slurs. Progressive Exercises for Tone & Technique* ***Required for Bass Trombone Students only*** Grigoriev, Boris, ed. Ostrander. *Studies (24)* Vernon, Charlie. A *'Singing' Approach to The Trombone (2012)*

Recommended Method Books
Blazhevich, Vladislav. *School for Trombone in Clefs* Edwards, Brad. *Introductory Studies in Tenor & Alto Clef: Before Blazhevich* Remington, Emory. *Warm-up Studies* Tyrell, H.W. *40 Progressive Studies* Vining, David. *Daily Routines for Tenor Trombone* Voxman, *Selected Studies* ***Recommended for Bass Trombone Students*** Bordogni, Marco, arr. Ostrander, *Melodious Etudes Vol. 1* Gillis, Lew. *70 Progressive Studies* Knaub, Don. *Pi al la Bone* Tyrell, H.W. *40 Advanced Studies for Tuba* Van Dijk, Ben. *Ben's Basics Method Book* Vining, David. *Daily Routines for Bass Trombone*

NOTES
***If you use a device (ipad, tablet, etc.) to read music, you are still required to own the hard copy versions of these materials**. *For iPad users, forScore is the suggested app for organizing and reading music.*

*Other method/etude books, solos, etc., will be assigned based on an individual basis based on specific needs and goals. If your instructor requests that you obtain specific materials, it is your responsibility to obtain the required materials within two weeks of the assignment.

*Students are encouraged to seek out repertoire that is of interest to them. However, for a student to study the music in-depth or to perform the music, it must be approved by the instructor.

COURSE REQUIREMENTS

INSTRUCTIONAL METHODS

In-person, one-on-one applied music instruction and group studio meeting (trombone choir).

ASSESSMENTS and COURSE REQUIREMENTS

Students will be evaluated on attendance, attitude, performance, preparedness, and progress in the following areas:

- Weekly Lessons and Technique Assessment
- Jury or Recital
- Written Assignments
- Studio Class (Trombone Choir)
- Fundamentals Class (as applicable)
- Event Attendance
- Public Performance (one per semester)

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

The final course grade is based on the following components:

Weekly Lesson & Technique Assessment	60%
Jury	20%
Written Assignments	10%
Studio and/or Fundamentals Class	5%
Event Attendance	5%
Public Performance	0%*
Total	**100%**

If a student is performing a recital, a jury is not required. The final course grade is based on the following components:

Weekly Lesson & Technique Assessment	80%
Written Assignments	10%
Studio and/or Fundamentals Class	5%
Event Attendance	5%
Public Performance	0%*
Total	**100%**

*The public performance is completed as Pass/Fail, and counts as a required event.

WEEKLY LESSON & TECHNIQUE ASSESSMENT

Weekly Lesson
Grades will be based on 1) preparation, 2) performance of the assigned music, 3) improvement on a weekly basis, 4) attitude, and 5) work ethic. The student will receive a grade for each lesson. Noticeable improvement from week to week is expected. The student is responsible for their own self-evaluation, to demonstrate improvement in assigned materials and fundamentals, and to demonstrate improvement in their ability to self-assess and diagnose their own playing. Evaluation and assessment are determined by the student's ability to perform assigned music with correct fundamentals, technical skills, and musical artistry at a level appropriate for their course of study. Students are expected to be on time for their lesson, warmed-up, have all required materials, and ready to play. If you are not warmed-up, missing materials, or generally unprepared to play at your lesson time, your grade for that lesson may be reduced up to a full letter grade. Each lesson will be given a grade based on the following grading scale:

A – There is substantial evidence of practice resulting in significant improvement from the prior lesson. All material is thoroughly to exceptionally well prepared. Performance attempts demonstrate near to full mastery.
B – There is clear evidence of outside practice and most aspects of the material show improvement. Most material is well prepared. Performance attempts demonstrate moderate success; some areas may need improvement and may be reassigned.
C – There is some evidence of outside practice with negligible improvement from the previous lesson; materials are prepared at only a minimal level, or not prepared at an acceptable level. Performance attempts result in minimal success and will be reassigned.
D – There is little if any evidence of outside practice. Most material is not prepared, and no improvement is noticeable from the prior lesson.
F – Failing work shows little or no preparation; or the student missed the lesson without providing notice.

Scale/Technique/Fundamentals Assessment
Students will be assigned scales, technique patterns, or fundamental exercises on a weekly basis. The instructor may require that the student record the assignment in advance and submit it prior to their lesson. The assignment will be graded on accuracy of pitch and time, quality and consistency of articulation and tone, and overall preparedness at the assigned tempo. Scales are expected to be memorized.

Lesson document
Each student will have access to their own Lesson Record document which will track assignments, material performed/worked on during the lesson, their weekly grade, and instructor notes. The student has access to this document and may add their own notes for their own benefit or documentation. The lesson grade will be reflected by an A, B, C, D, or F. If a student demonstrates a positive attitude, effective preparation, and improvement from the previous week, the student will receive a base grade of an "A" (equivalent to 85 points), with the remaining 15 points to be earned through their scale/technique/fundamentals assessment.

Lesson Grading Structure

Performance, Attitude, Weekly Improvement, Preparation	85%
Scale/Technique/Fundamentals Assessment	15%

PUBLIC PERFORMANCE REQUIREMENT

All students are required to complete **one solo performance** per semester. A performance on the student convocation recital, or a performance on the studio recital fulfill this requirement. The performance is assessed on preparation, professional presentation, and performance quality. The completion of the performance is credited as Pass/Fail. To be considered a "Pass," the student must meet the following requirements: 1) teacher approval in

advance of the performance; 2) a minimum of one rehearsal with accompanist that is attended by the teacher or otherwise approved by the teacher (a recording is acceptable). If the student does not meet these requirements, the performance may be counted as a "Fail." The public performance counts as a required event, and a "Fail" will result in the grade of a 0 for the event.

JURY PROCEDURES AND GRADING

Major Applied Jury

The jury occurs at the end of each semester and constitutes 20% of the semester lesson grade. Every student in private study is required to present a jury unless the student has presented a solo recital during the current semester or at the discretion of the professor. The jury consists of a prepared solo with accompaniment performed for a panel of faculty, and *additionally* the student will perform scales and sight-reading for the main instructor. The student is responsible for securing an accompanist and scheduling two rehearsals, one of which must be with the instructor. (See ***Accompanists)***. **PRIOR** to the jury performance, the student is required to:

- Compensate their accompanist ***in full***
- Own an original copy of their solo selection
- Schedule the final rehearsal with their accompanist in coordination with their instructor (or arrange to submit a recording of their final rehearsal if the instructor is not able to be present.)

At the discretion of the instructor, the student may not be permitted to perform their jury if they do not meet these requirements.

Minor Applied Jury

Students enrolled in minor applied lessons (MUS 151/351) may be required to perform a jury at the discretion of their instructor. If a student is enrolled in secondary lessons as a performance major, the student is required to perform a jury.

Jury Timeline, Deadlines, and Rehearsal Details

The student is required to follow the following procedures to receive full credit for their jury. Failure to meet any one of the deadlines may result in the reduction of the overall jury grade by one letter grade.

Rehearsals: Students are required to schedule TWO rehearsals with their accompanist. If performing in a studio recital, one rehearsal will be prior to the studio recital, the second will be prior to the jury. The student is required to coordinate with the instructor and accompanist to ensure that the instructor is present for at least ONE rehearsal.

Timeline:

- By week 2:
  - The student will contact and secure an accompanist.
- By week 4:
  - The student will receive jury repertoire options from their instructor. The student is expected to listen to recordings and view the music for all possible repertoire.
  - **The student is required to schedule BOTH rehearsals with their accompanist at or before this time.**
- By week 6:
  - Jury repertoire selection is due. The student will notify their instructor of their selection.
  - The student is required to purchase a physical (or digital) copy of their repertoire selection.
- By week 8:

- Students are required to have the physical (or purchased digital copy) of their repertoire selection.
- The student will send the piano score to their accompanist.

Jury Grading Structure

Solo performance	85%
Scales/Technique Assessment	10%
Sight-reading	5%

JUNIOR LEVEL PROFICIENCY EXAM

At the end of the 4th semester of applied study all students must first pass a proficiency jury to continue on to upper division applied lessons (300 level). The proficiency exam consists of:

- Accompanied solo from standard recital repertoire
- Four additional works to be chosen at the instructor's discretion (etudes and/or excerpts)
- Scales: all majors and three forms of minors (pattern and tempo specified by the instructor)
- Sight-reading

Transfer students should attempt the JLPE at the end of their second semester of applied study at ETAMU. Students who fail a portion of this jury will be afforded another opportunity at the end of the following long semester to pass that portion.

Failure to pass the second attempt will result in dismissal from the degree program.

WRITTEN ASSIGNMENTS

Written assignments constitute 10% of the final grade. Each semester a list of assignments will be posted in the D2L Trombone Studio shell with complete details for each assignment. Late assignments are not accepted and will be graded with no credit (0 points) resulting the the dropping of the final grade by one letter.

ATTENDANCE POLICIES

LESSON ATTENDANCE

Applied Lesson Attendance

Students are required to attend all scheduled lessons, the weekly studio class meeting, and the warm-up class (as required by their level). Any unexcused absence to these events/meetings will result in the lowering of the final lesson grade by one letter grade. Unexcused absences for additional required events (listed in D2L and on the studio calendar) such as studio recitals, students recitals, etc. will result in the lowering of the final lesson grade by half a letter grade (5 points).

Unexcused absence: Any absence that occurs without a minimum of 24 hours advance notification and/or without instructor approval is considered unexcused. *Work obligations are not considered excused absences.* **An absence without prior notification may only be considered excused in extenuating circumstances; the student may be required to provide documentation.**

Excused absence: An absence may be considered excused only if the instructor is given at least 24 hours advance notice and the instructor approves the absence.

Make-up Policies
If the instructor misses a lesson, the instructor will notify the student in advance and the lesson will be rescheduled. If a student misses a lesson for an unexcused reason, the lesson will not be made up and will result in lowering of the student's final grade. If a student has a reason to miss a lesson that is considered excused (has received approval from the instructor to miss the lesson), the student may request to reschedule the lesson. **A student may request to cancel ONE lesson per semester for any reason**. This lesson will *not* count towards the student's final grade. Contact your instructor immediately if extenuating circumstances occur. It is at the discretion of the instructor whether to make up a lesson, and this will be evaluated on a case-by-case basis.

Excessive Tardiness
The student will earn a semester grade of "Incomplete" for excessive EXCUSED absences. The student will earn a semester grade of an F for two or more **UNEXCUSED** absences. If a student is more than 10 minutes late to a lesson or other studio event without notifying the instructor or for an unexcused reason, the student can earn no more than 50% credit for that lesson or event. Three instances of a student arriving late without notification will be considered an unexcused absence resulting in a lowered final grade. For more information on the University attendance policy, please visit the Attendance page.

STUDIO CLASS & FUNDAMENTALS CLASS PARTICIPATION

The expectations for studio class and fundamentals class regarding attendance, preparation, and attitude are the same as for individual lessons.

Studio Class
Studio class meeting time is Mondays from 4:00-4:50 pm. All students are required to attend. Studio class will consist mainly of trombone choir rehearsal; students are expected to arrive on time, warmed-up, and with all required materials. Required materials include: instrument, music, mutes (if applicable), pencil/writing implement.

Fundamentals Class*
**This class will occur as scheduling permits.*

Fundamentals Class will be scheduled once per week for one hour. ***Freshmen are required to attend all meetings***; ***all other students are encouraged to attend.*** The class covers the essentials of success for both music majors and minors, specifically focusing on the fundamentals of playing. Other aspects of performance including technique, sight-reading, pedagogy, practice strategies, and organizational/scheduling skills are also covered in the class.

EVENT ATTENDANCE

See the D2L Applied Lesson Shell for a full list of up-to-date events.

Required Events

- **ALL** trombone guest artist events
- **ALL** recitals by guests of the brass division
- **ALL** trombone studio recitals (Individual member and studio recitals)
- Any other events as scheduled that are required will be listed on the D2L Shell and announced

You are *EXPECTED TO ATTEND* all School of Music faculty recitals, student recitals, and ensemble concerts. In doing so you are showing your support for your professors and colleagues as well as gaining valuable performance experience of your own.

Events required for each semester will be announced and posted on the D2L Applied Lesson Shell as early as possible. As required events are scheduled, they will be added to the list and announced. While many of these

events will count toward the Recital Attendance Requirement established by the School of Music (refer to the Music Student Handbook), you are expected to attend all of the required events regardless of the number of attendance credits you may have already accumulated during the semester. ***Failure to attend one of these events will result in the grade of a zero (0) for the event.***

ADDITIONAL POLICIES

Performance Attire/Concert Dress: Students will be expected to perform for their peers and in concerts for the public throughout the semester. You must acquire professional dress for all performances. Concert/performance attire may be all black, or "professional attire" such as dress pants and dress shirt, skirts or dresses, and dress shoes and socks/stockings. All skirts or dresses must be of a length that is professional in nature (close to the knee or below).

Accompanist Fees

Accompanist fees will be the responsibility of the student for degree recitals, juries, and other solo performances. *See the Student Handbook for full details regarding accompanists.*

Cell Phone Policy

Cell phones are expected to <u>not</u> be a distraction during lessons and studio/trombone choir. Students may keep cell phones on them (pockets, bags, etc.) during trombone choir rehearsals, but they must be on SILENT and out of view (not on stands). Additionally, it is expected that students DO NOT use their cell phone during rehearsals. In the case of an emergency (immediate attention required for serious situations) students may step away from rehearsal to use their cell phone. During lessons the student may use a cell phone for the purpose of useful apps relevant to the lesson. If a student is using their cell phone inappropriately and/or distracting others with its use, the student may be asked to leave their cell phone with the instructor for the remainder of the rehearsal, or may be asked to leave rehearsal and receive a "0" for that rehearsal.

Competitions

All students are encouraged to enter solo and/or chamber music competitions appropriate to their individual performance levels. Beyond preparing musically, preparation may involve recording (audio and/or video), securing an accompanist and paying their fees, scheduling rehearsal and recording time, entry/registration fees, travel expenses. Planning far in advance is crucial to a successful competition process.

Letters of Recommendation

When asking for a letter of recommendation, students must give two weeks notice to the instructor. Each letter is written specifically for the student; this is a courtesy to the instructor, allowing for a thoughtful and personal letter to be written. Students can expect that the letter will be honestly written with the best intentions for the student.

School of Music Engagement Expectations

Students are expected to actively participate in all assigned components of this course. Active participation includes being present, engaged, responsive, cooperative, respectful, and professional. It may also include providing feedback, asking questions, and being supportive of class members and faculty during instruction time.

Student Expectations

Students are expected to actively participate in all classes. Notification for excused absence must be received in advance. It is the individual student's responsibility to notify the instructor of a legitimate absence in advance. It is also the individual student's responsibility to acquire any missed notes and assignments from other students and/or the instructor.

Students are expected to actively participate in all classes by coming prepared and with all assigned materials. This course is a graduate research course. Bibliographical material, repertoire, library resources, applied techniques, as well as research techniques applicable to graduate study in music specific to flute/woodwind pedagogy will be surveyed and discussed. Be prepared to spend a significant amount of time doing research and review of materials outside of class.

Students are expected to demonstrate skills in pedagogy through their observation, analysis, discussion and feedback of the performances of other students. Students are expected to gain skills in this area by the observation of teaching techniques in their own private lessons and through the observation of teaching techniques of other students in studio class, guest artist classes on campus, and optional conference attendance or optional observations of master teachers online. Students will need to submit teaching videos and acquire a waiver from the student(s) in their videos.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

University Mission Statement
East Texas A&M University 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.

ETAMU 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

Texas Education Code – Music Education
This course content is aligned with the standards established by the Texas Education Code, covering areas such as Music, the Commissioner's Rules, Pedagogy and Professional Responsibilities, Technology, and English Language Proficiency. To review these standards, please visit the Music Education Program D2L Shell and select "Standards and Objectives."

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.

Academic Integrity
Students at East Texas A&M University 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

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
East Texas A&M University
Velma K. Waters Library Room 162
Phone (903) 886-5150 or (903) 886-5835
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

East Texas A&M University Supports Students' Mental Health

The Counseling Center at East Texas A&M, 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

Musician Health and Safety

As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The following web address provides links to information for resources related to physical and mental well-being, as well as assists in offering preventative measures that students can take to avoid serious and/or chronic conditions: **Musician Health and Safety - East Texas A&M University**

Health and Wellness

As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The following web address provides links to information for resources related to physical and mental well-being, as well as assists in offering preventative measures that students can take to avoid serious and/or chronic conditions: Musician Health and Safety - East Texas A&M University.

Student Conduct and Tenets of Common Behavior

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 Current University Student Guidebook
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

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.

Nondiscrimination Notice
East Texas A&M University 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.

Technology Requirements
LMS
All course sections offered by East Texas A&M University 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_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@etamu.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 ETAMU 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

AI use policy

East Texas A&M University 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.

Nondiscrimination Notice

East Texas A&M University 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.