



MUS 110.01E: Freshman Success

COURSE SYLLABUS: FALL 2026

Tuesdays and Thursdays from 11:00am – 11:50am

INSTRUCTOR INFORMATION

Instructor: Kristi Taylor, M.M.

Office Location: Music Department, Office 226

Office Hours: By Appointment Only

Office Phone: (903)-886-5440

University Email Address: Kristi.Taylor@etamu.edu

Preferred Form of Communication: **myLEO emails**

Communication Response Time: Weekdays; 9:00a.m. – 5:00 p.m.

COURSE INFORMATION

No textbooks are required for this course.

Required 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.

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.

STUDENT LEARNING OUTCOMES

Students will:

1. Gain an overview of the customs, organization, and academic disciplines within an institution of higher education.
2. Familiarize themselves with the history, faculty, and programs of study within the university and the School of Music at East Texas A&M University.
3. Familiarize themselves 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.

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."

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 and staff.

STUDENT RESPONSIBILITIES OR TIPS FOR SUCCESS IN THE COURSE

- **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.
- **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.
- **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.

NOTEBOOK ORGANIZATION

Organize your resources into a three-ring binder with dividers. Label the dividers according to the topics in the calendar. This will be a valuable resource for you throughout your career.

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.

Example:

- | | |
|--|------|
| • Engagement, Attendance, and Civility | 20% |
| • Assignments | 35% |
| • Quizzes | 15% |
| • Midterm Exam | 10% |
| • Final Exam (Presentations) | 20% |
| • TOTAL | 100% |

Fall 2026 Calendar: MUS 110.01E Freshman Success

Week	Date	Topic
1	TH. Aug 20	Course Introduction
2	T. Aug 25	Time Management for Music Students
	TH. Aug 27	Understanding the Music Degree
3	T. Sept 1	Written Communication
	TH. Sept 3	How to Practice
4	M. Sept 7	Labor Day- No Classes
	T. Sept 8	The Musician's Brain (Habits & Motivations)
	TH. Sept 10	Performer's Anxiety
5	T. Sept 15	Health & Wellness
	TH. Sept 17	Public Speaking & Engagement
6	T. Sept 22	Building Your Professional Community
	TH. Sept 24	Using the Library Resources
7	T. Sept 29	Professionalism
	TH. Oct 1	Ethics
8	T. Oct 6	Conflict Resolution Strategies (Midterm Due)
	Oct 8 - 9	Fall Break- No Classes
9	T. Oct 13	Academic Success
	TH. Oct 15	Academic Advising
10	T. Oct. 20	Poor Academic Consequences
	TH. Oct 22	Financial Literacy
11	T. Oct 27	Financial Aid & Scholarships
	TH. Oct 29	Employment as a Student
12	T. Nov 3	Preparing for Success Beyond the First Year
	TH. Nov 5	Barrier Exams, Juries, & Certifications
13	T. Nov 10	Personality Testing
	TH. Nov 12	Careers in the Arts
14	T. Nov 17	Career Planning as a Music Major
	TH. Nov 18	Rubric- Final Presentation Expectations
15	T. Nov 24	Need for Education
	Nov 26 - 27	Thanksgiving Break- No Classes
16	T. Dec. 1	Final Presentations
	TH. Dec 3	Final Presentations
FINALS	T. Dec 8	Final Presentations

TECHNOLOGY REQUIREMENTS AND SUPPORT

MINIMAL TECHNICAL SKILLS NEEDED

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

LEARNING MANAGEMENT SYSTEM (LMS) – D2L

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

STUDENT RESPONSIBILITIES FOR COURSE

CWID AND PASSWORD

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.

TECHNOLOGY-RELATED ISSUES

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.

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 on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

INTERACTION WITH INSTRUCTOR STATEMENT

Correspondence will primarily be through university email (your “myLEO” mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

INCLUDE THE FOLLOWING IN EMAILS WITH INSTRUCTOR:

- Course name and subject in the subject line
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

COURSE AND UNIVERSITY 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.

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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

Attendance, Engagement and Civility Policy

It is expected that, as future teachers, education students model professional and courteous behavior by attending every class and arriving to class on time. **Unexcused absences are unprofessional and unacceptable**, and they will not be acceptable when you are a professional musician or educator in the field.

Excused absences include illness with a doctor's note, jury duty, or the death of an immediate family member. **If you must miss class for any reason, including not being registered and last-minute issues such as sudden illness or car trouble (for commuters only), you are expected to communicate with the instructor via email before class begins.**

Absent students will, by default, earn a grade of zero for that day's work until proof of excused absence is provided. Failure to provide a physician's note, jury summons, or other proof confirming the legitimacy of the absence will result in the classification of that absence as unexcused. Students who are absent are expected to know the materials gone over during lectures so they do not fall behind. Due to its performance nature, face-to face class attendance cannot be made up.

The instructor reserves the right to drop any student who misses more than six in-person, face-to-face classes, regardless of the reason. If absences are accumulated after the drop date, the student will receive a failing grade. This cushion is intended for students who experience a profound hardship. Outside of legitimate excused absences that are communicated with the instructor, **all students are expected to attend every class.**

Take care to note any required university-sponsored events, tour dates, or other activities that may cause you to miss class. The instructor must have at least a two-week advanced notice by the student's myLEO email. These will be considered on a case-by-case basis. They are **not** automatically excused. Final classification of absences will be at the sole discretion of the instructor. Do not schedule any personal obligations during class time.

Each class period, students are expected to sign in on the attendance sheet. Failing to sign in may result in a grade of zero for that day's work. Tardiness or leaving early will affect the daily classwork grade. The instructor reserves the right to lock the classroom door after class has begun. Latecomers will be counted absent.

For more information about the University attendance policy please visit the [Attendance](https://inside.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage: <https://inside.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

Student Handbook:

<https://inside.tamuc.edu/academics/colleges/humanitiessocialsciencesarts/departments/music/UndergraduateStudentHandbook/default.aspx>

Students are expected to remain fully engaged in class activities during class time. Any student who is disengaged from class (texts, checks social media, works on assignments for other classes) will be asked to leave the classroom and an unexcused absence will be recorded in D2L.

Classroom Attire

Students are expected to dress in a manner that is appropriate for a university learning environment and reflects the professional standards of the School of Music. Clothing should be clean, neat, and suitable for participating in class activities, including movement-based exercises, presentations, and guest lectures.

Attire that is excessively revealing, contains offensive or inappropriate language or images, or is otherwise disruptive to the learning environment is not appropriate for class. Students should also be prepared to dress according to any specific requirements for performances, master classes, clinics, or professional events associated with the course.

As future music professionals, students are encouraged to view their appearance as part of their professional identity. Developing habits of appropriate dress demonstrates respect for classmates, faculty, guest artists, and the profession, and helps prepare students for the expectations they will encounter in educational and professional settings.

Personal Hygiene

Students are expected to maintain good personal hygiene as a courtesy to classmates, faculty, and guest speakers and to help create a comfortable learning environment. Regular bathing, the use of deodorant or antiperspirant, and wearing clean clothing are expected. Because students often work in close proximity during rehearsals, classes, and performances, attention to personal hygiene is an important aspect of professionalism and respect for others.

ACADEMIC INTEGRITY

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all their scholastic work.

Students caught cheating or plagiarizing will receive a "0" for the assignment or exam in question (or specify alternative sanction, such as course failure). Additionally, the incident will be reported to the Dean of Students, who may impose further penalties. The term "cheating" includes, but is not limited to, a) use of any unauthorized assistance in taking quizzes, tests, or examinations; b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d) dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e) any other act designed to give a student an unfair advantage. The

term “plagiarism” includes but is not limited to a) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment and b) the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

This course assumes that all work submitted by students will be generated by them, working individually or in groups as assigned. Students should not have another person/entity write any substantive portion of an assignment, hire a person or a company to write assignments, or use artificial intelligence tools like ChatGPT, Ask AI, Liner, MIA, etc.

For more details and the definition of academic dishonesty see the following procedures:

- [Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)
- [Undergraduate Student Academic Dishonesty Form](#)
- [Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)
- [Graduate Student Academic Dishonesty Form](#)

USE OF ARTIFICIAL INTELLIGENCE

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, Chatbots, or other software that can 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 the use of such software entirely for assignments or 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 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 a source.

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 reasonable accommodation of their disabilities. If you have a disability requiring accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

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

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.

CAMPUS CONCEALED CARRY STATEMENT

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University 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 ETAMU 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.

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

EAST TEXAS A&M SUPPORTS STUDENTS' MENTAL HEALTH – COUNSELING SERVICES

The Counseling Center at East Texas A&M University, 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 or go to https://studentsupport.telushealth.com/us/about#download_app to download the app and explore the resources available to you for guidance and support whenever you need it.



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: <https://www.etamu.edu/music/musician-health-and-safety/>

DEPARTMENT AND ACCREDITING AGENCY STATEMENT:

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.

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