
Instructor Information

Instructor:	Dr. Ben Carlee
Classroom Location:	MUS 105, MW 11:00am - 11:50am
Office Location:	MUS 219
Office Hours:	By Appointment
Office Phone:	n/a
University E-mail:	ben.carlee@etamu.edu
Preferred Form of Communication:	email
Communication Response Time:	24 hours

Course Information

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.

Required Materials:

- A three-ring binder to organize class materials with dividers.
- 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)

Student Learning Outcomes

In this course, students will:

- Gain an overview of the customs, organization, and academic disciplines within an institution of higher education.
- Familiarize themselves with the history, faculty, and programs of study within the university and the School of Music at East Texas A&M University.
- Familiarize themselves with the available campus resources.
- Enhance practical skills in time management, organization, and planning for greater effectiveness.
- Develop necessary tools/habits for success in college and beyond.
- Learn and employ sound practices in research, study, and practice.
- 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."

Required Textbook

No textbooks are required for this course.

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 arts organizations around the country.

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, 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.

NOTEBOOK ORGANIZATION

Organize your resources into a three-ring binder with 15 dividers. Label the dividers according to the topics in the calendar. This will be a valuable resource for you throughout your career.

Grading

A final grade will be calculated using the following scale

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

Grading Scale

A = 90 to 100% / B = 80 to 89% / C = 70 to 79% / D = 60 to 69% / F = 59 and below

Course and University Procedures / Policies

University Mission Statement

East Texas A&M University nurtures and educates for success through access to academic, research, and service programs of high quality.

School of Music Mission Statement

The East Texas A&M University School of Music 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.

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

Attendance Policy

Regular and prompt attendance and active engagement in the class is expected. The student's attendance grade is calculated by the number of times present divided by the total number of class meetings. Students who do are present but not engage in the discussion may not receive attendance at the discretion of the instructor.

Late Assignments or Work

Late papers, assignments, and exams are not accepted *unless prior arrangements have been made*. A student who is absent on the day of a quiz or exam will receive a "0" for that quiz/exam *unless prior arrangements have been made* (in the case of university-sponsored absences in accordance with campus policy).

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](#)

Use of Computers and Cell Phones

As a courtesy to the instructor and the other students, please silence all cell-phones before class. Computers and other devices may be used for taking notes or accessing course materials. Other uses of technology during class (texting, emailing, social media, etc...) is not permitted. At the discretion of the instructor, you will be asked to put your technology away, and after repeated offenses, may be asked to leave.

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, contact the Office of Student Disability Services at 903-886-5150, 903-886—5835; email studentdisabilityservices@tamuc.edu; online at [Office of Student Disability Resources and Services](#); or in-person in Room 162 of the Velma K. Waters Library.

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. (See current Student Guidebook);

Campus Concealed Carry Statement

Campus Concealed Carry - 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&MCommerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure/s/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and/or consult your event organizer). 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.

Course Calendar (Subject to change)

Week	Date	Topic
Week 2	M Aug 24	Course Introduction - Get to Know You and Classmates – SoM Faculty Worksheet
	W Aug 26	Time Management and Organizational Skills for Music Students
Week 3	M Aug 31	Understanding the Music Degree – (Bring Laptops) Degree Worksheet
	W Sept 2	Written Communication - Email Etiquette
Week 4	M Sept 7	NO CLASS - Labor Day
	W Sept 9	How to Practice - Strategies for Music Study
Week 5	M Sept 14	The Muscian's Brain (Habits and Motivation) - TEDTalk - The Power of the Word Yet
	W Sept 16	Performer's Anxiety (Inner Game of Music)
Week 6	M Sept 21	Health and Wellness: Adam Metts Counseling Center Director (in progress)
	W Sept 23	Public Speaking and Engagement Jackie Rosenfeld from the Theatre Dept (in progress)
Week 7	M Sept 28	Building Your Professional Community - How to
	W Sept 30	Using the Library Resources
Week 8	M Oct 5	Professionalism
	W Oct 7	Ethics (Midterms Due)
	Oct 8-9	NO CLASSES - Fall Break
Week 9	M Oct 12	Conflict Resolution
	W Oct 14	Academic Success
Week 10	M Oct 19	Academic Advising - Amanda Scott Advisor SoM (confirmed)
	W Oct 21	Academic Consequences - Poor Performance
Week 11	M Oct 26	Financial Literacy B2GMMC (in Progress)

	W Oct 28	Financial Aid and Scholarships
Week 12	M Nov 2	Employment as a Student - Sharissa Berry - Assis. Director HR (in Progress)
	W Nov 4	Preparing for Success Beyond the First Year - Dr. Meek (in Progress)
Week 13	M Nov 9	Barrier Exams, Juries, & Certifications
	W Nov 11	Personality Testing
Week 14	M Nov 16	Careers in the Arts – Dr. Lorin Greene Guest Speaker - Seattle Symphony (confirmed)
	W Nov 18	Career Planning as a Music Major - Worksheet
Week 15	M Nov 23	Rubric - Final Presentation Expectations
	W Nov 25	Need for Education - Our Why
	Nov 26-27	NO CLASSES - Thanksgiving Break
Week 16	M Nov 30	Final Presentations
	W Dec 2	Final Presentations
Finals Week	M Dec 7	Final Presentations (If needed)