

# **EAST TEXAS A&M UNIVERSITY**

## **SCHOOL OF MUSIC**

### **PERCUSSION SYLLABUS**

#### **FOR APPLIED PERCUSSION LESSONS**

(Lower Division 149, 151, 152,  
Upper Division 352, 353, 453 & Graduate 552, 555)

**Instructor: Dr. Brian Zator, Director of Percussion**

**Phone: (903) 268-6734**

**Office Hours: MW 2:30-4:00; TTh 2:00-3:00**

**[Brian.Zator@etamu.edu](mailto:Brian.Zator@etamu.edu)**

**Instructor: Mr. Kyle Skinner, Assistant Director of Percussion**

**Phone: (214) 755-4072**

**Office Hours: By Appointment**

**[Kyle.Skinner@etamu.edu](mailto:Kyle.Skinner@etamu.edu)**

**Instructor: Mrs. Waichi Champion, Adjunct Instructor of Percussion**

**Phone: (646) 670-0447**

**Office Hours: By Appointment**

**[Waichi.Champion@etamu.edu](mailto:Waichi.Champion@etamu.edu)**

**Instructor: Mr. Will Champion, Adjunct Instructor of Percussion**

**Phone: (980) 229-8504**

**Office Hours: By Appointment**

**[William.Champion@etamu.edu](mailto:William.Champion@etamu.edu)**

**Instructor: Ms. Lindsey Hartfelder, Adjunct Instructor of Percussion**

**Phone: (646) 639-4426**

**Office Hours: By Appointment**

**[Lindsey.Hartfelder@etamu.edu](mailto:Lindsey.Hartfelder@etamu.edu)**

### *Course Description – Catalog*

#### **MUS 149 - Restricted Applied Music**

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

#### **MUS 151 - Minor Applied**

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 - Principal Applied**

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 - Minor Applied**

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 - Principal Applied**

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 353 - Junior Recital**

The junior recital is required of all undergraduate music majors in a BM concentration (performance and music education). The junior recital is a 30-minute recital.

#### **MUS 453 - Senior Recital**

The senior recital is required of undergraduate music majors in the BM Performance concentration. The senior recital is a 60-minute recital. Prerequisites: Successful completion of MUS 353 Junior Recital.

#### **MUS 551 - Minor Applied Music**

Private instruction for graduate performance majors. Prerequisites: Satisfactory level assessed in the applied music performance audition.

#### **MUS 552 - Principal Applied**

Private instruction for music majors in keyboard, vocal instrumental, conducting, or composition. May be repeated for credit.

#### **MUS 555 - Graduate Recital**

The graduate recital is required of graduate music majors in the MM Performance concentration. The graduate recital is a 60-minute recital with a minimum of 45 minutes of solo repertoire.

### *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.

### ***Student Learning Objectives – Percussion Specific***

*These are listed on individual instrument curriculum sheets. Overall, upon completion of the percussion curriculum students will:*

1) Snare Drum: Play all 40 *Percussive Arts Society Standard Rudiments*; Play a concert and rudimental snare drum roll; Play a concert snare drum etude using appropriate stickings, stroke types, embellishments, dynamics, playing areas and musicianship; Identify and perform important snare drum orchestral excerpts.

2) Keyboard: Play all major/minor (natural, harmonic & melodic) scales and arpeggios for three octaves; Play two-mallet and four-mallet etudes using appropriate stickings, stroke-types, dynamics, mallet choices and musicianship; Perform a four-mallet solo using appropriate stickings, stroke-types, dynamics, mallet choices and musicianship; Identify and perform important keyboard (xylophone and orchestra bells) orchestral excerpts.

3) Timpani: Demonstrate tuning and knowledge of the sizes and ranges of a standard set of five timpani; Play etudes using two, three and four drums using appropriate stroke types, stickings, pedalings, tunings, roll speeds, muffling, mallet choices and musicianship; Perform a timpani solo using proper stroke types, stickings, pedalings, tunings, roll speeds, muffling, mallet choices and musicianship; Identify and perform important timpani orchestral excerpts.

4) Drumset: Play with proper coordination between all four limbs; Perform exercises with two, four, eight, and sixteen bar phrases; Play different styles including rock, funk, jazz and Latin; Apply exercises and styles to play-along music.

*These objectives will be measured by:*

Student critiques in studio class, juries, midterm video assignment, summative barrier exam, recital (music majors on primary instrument)

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***“...Increase an awareness of the present and establish goals so changes become effortless and easy.” Barry Green***

### **Applied Percussion Lessons**

The Percussion Curriculum will be used for all applied lesson students in Lower and Upper Divisions in all degree programs including the Graduate level. Students will be placed in specific levels, according to their needs and will have twelve lessons throughout the semester. Each level has specific goals that students will be working to achieve in addition to any personal goals each student

might have. Lessons will be divided up into two thirty-minute halves, each focusing on one instrument (i.e. keyboard and snare drum). It is the student's responsibility to prepare materials listed in the Curriculum according to their level of study and lesson week. Materials performed in lessons will be chosen at random from each assignment. Additional material may be assigned, according to the individual needs of each student.

### ***Specific to Graduate Students:***

You will be expected to prepare your curriculum/solo selections at a higher level than undergraduate students. Additionally, you will be assigned more repertoire chosen from method books, solos, excerpts, etc. to provide appropriate leveled challenges for a percussion graduate student.

### **Applied Percussion Curriculum Guides:**

<https://drive.google.com/drive/folders/1Ba7tK8SQia3jH8NbgHDyntWTJC3amlGb?usp=sharing>

### **Attendance**

Attendance at every lesson is mandatory. Students must give advance notice if a lesson will be missed. In this case, the lesson can be rescheduled. If no advance notice is given, the lesson will result in a "0" for that lesson. If you know you will be missing a lesson, call your respective instructor **BEFORE YOUR LESSON TIME** to explain the situation. If your instructor is unavailable, please leave a message, call the Music office at 903-886-5304, or leave a note on Dr. Zator's bulletin board. If the instructor misses with or without advanced notice, the lesson will be made up.

**Dr. Zator's lesson students** are allowed one "freebie" lesson. Students can take off one lesson without being penalized. Students will then move to the next week's curriculum. Dr. Zator can also adjust the lesson curriculum, if needed. The second and further excused or unexcused absences will receive a grade of "0".

**All adjunct lesson students** are NOT allowed a "freebie" lesson.

### **Grading – For MUS 149**

- Weekly preparation (75%)
- Mid-term Barriers Video Assignment (15%)
- Giving one percussion area recital, convocation or studio class performances per instrument studying (10%)
- *Sight-Reading is still required of MUS 149 students*

### **Grading – For MUS 151, 351 (Topic-based: Arranging, Composition, Technology, etc.)**

- Weekly preparation (50%)
- Final Project(s) (40%)
- Opportunity Submission/Observing an off-campus school/group (10%)

### **Grading – For MUS 151, 152, 352 (Performance-based)**

- Weekly preparation (50%)
- Mid-term Barriers Video Assignment (10%)
- Jury performance (20%)
- Giving one percussion area recital, convocation or studio class performances per instrument studying (10%)
- Program notes (5%)
- Elevator Speeches-1 (5%) (applied to all instruments studying)

### **Grading – For all students registered for 353, 453 Recital Section**

- Weekly preparation (55%)
- Recital/Hearing performance (30%)
- Program notes (10%)
- Elevator Speeches-1 (5%) (applied to all instruments studying)

### **Grading – For MUS 552**

- Weekly preparation (50%)
- Jury performance (30%)
- Giving one percussion area recital, convocation or studio class performances per instrument studying (10%)
- Program notes (5%)
- Elevator Speeches-1 (5%) (applied to all instruments studying)

### **Grading – For all students registered for 555 Recital Section**

- Weekly preparation (55%)
- Recital/Hearing performance (30%)
- Program notes (10%)
- Elevator Speeches-1 (5%) (applied to all instruments studying)

### **Mid-term Barriers Video Assignment**

At the mid-term point of the semester, students in 149, 151, 152, 352 sections will have a video performance assignment. Students will be required to videotape selected barrier materials and submit them for viewing through a private website link. Specific details of performance materials will be outlined for each student, according to their lesson plans.

Completion of the assignment will count as the grade for the mid-term assignment.

Performance evaluations will apply to passing or non-passing of those barrier materials. Students who fail this barrier performance will be required to re-play materials during their final barrier time slot.

### **Jury Performance**

Students are responsible for performing a jury piece for each instrument they are studying during that semester. Each piece will be assigned or approved by the instructor, then prepared over the course of the semester. Each student will then perform the jury piece(s) for a panel of faculty/staff members. *You will NOT be able to perform your jury if you do not have the original score at the jury performance.*

### **Performances & Elevator Speeches**

*Performances:* In addition to the final jury, all students must perform as a soloist, or duo, TWO TOTAL TIMES on Percussion Area Recitals, Studio Class, School of Music Convocations, or outside performance. You must play any curriculum materials or jury pieces on each instrument/level you are studying (unless excused by the instructor).

*Elevator Speeches purpose:* Encourage students to learn about and discover a wide variety of artists, in multiple genres.

[https://docs.google.com/spreadsheets/d/1\\_eTLNeH7XBI1C5fWnipJptL3a93jP\\_Ef0FnUqagTb70/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1_eTLNeH7XBI1C5fWnipJptL3a93jP_Ef0FnUqagTb70/edit?usp=sharing)

Students shall give ONE “Elevator Speech” throughout the semester, during Studio Class. The topics are up to each student and can range from individuals, groups, ensembles, soloists, band, orchestral, instruments, jazz, commercial, world, repertoire, etc.

Each individual speech should last between 60 seconds to 2 minutes. Practice timing yourself and have a clear plan of text to read. Be prepared for 1-2 follow-up questions from the audience or faculty. Use the Elevator Speech Excel list provided by Dr. Zator for individuals to research. You can choose someone NOT on the list, but approval is required by Dr. Zator at least 3 days prior to your speech.

Specific Performance/Elevator Speech dates are as follows. Individuals can choose which date to give their Elevator Speech.

- Group #1: Bennett-Doan
  - September 21<sup>st</sup>
  - October 26<sup>th</sup>
- Group #2: Funk-Hammond
  - Septem 28<sup>th</sup>
  - *November 2<sup>nd</sup> (will need to reschedule this date b/c of new PEI concert)*
- Group #3: Hatfield-McMonigle
  - October 5<sup>th</sup>
  - November 16<sup>th</sup>
- Group #4: Melgar-Taylor
  - October 12<sup>th</sup>
  - November 23<sup>rd</sup>
- Group #5: Torres-Young
  - October 19<sup>th</sup>
  - November 30<sup>th</sup>

\*If you want to switch dates with someone from another group, that is acceptable. Please inform the GA taking roll about this decision.

### Program Notes

All students, regardless of level, will be responsible for writing program notes for each of their jury pieces. Using resources from PAS, the library, message boards, and forums will assist students in finding information about the piece, composer, etc. Necessary information is included on the required excel document. **Those performing a recital (degree or non-degree) are required to write program notes for all their pieces.** These are due according to your respective deadline sheet.

Non-recital Program Notes – due on or before your Week 10 lesson for each respective instrument you are studying.

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### Grading – For MUS 151, 351, 352 (Topic-based: Arranging, Composition, Technology, etc.)

#### Weekly preparation (50%)

Individual instructors will have specific weekly goals and assignments for their topic. Grading rubric will follow similar verbiage as performance-based lessons. Students will receive weekly grades and posted on “yellow sheet” or Google Drive folders.

#### Final Project(s) (40%)

All students will work towards presenting a final project, depending on their topic and instructor’s direction. This project will be delivered either during the percussion jury/barrier timeslots or another time selected by the instructor and approved by Dr. Zator.

### **Opportunity Submission/Observing an off-campus school/group (10%)**

Students must do one of the following to receive full credit. For arranging and composition topics, at least one project should be submitted to one of the following:

- A competition
- A publisher
- A call for scores
- An ensemble or performer seeking new works
- A residency or summer program

Evidence of submission must be turned in to your instructors

For any non-composition topics, visiting an off-campus school or ensemble is required to observe “real-world” activities happening in line with your topic. For example, if you are working on Middle School Percussion Pedagogy, you must reach out to a Percussion/Band Director to ask if you can observe a class or ensemble rehearsal to gain “first-hand” knowledge of this topic.

Work with your instructor to gain approval for your observation opportunity.

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### ***Miscellaneous Items***

#### **Sight-Reading**

All students in performance-based lessons, regardless of level, will take a sight-reading mid-term and final exam. The exam will include sight-reading one short etude on the instrument studying. These grades will be factored into the applied lesson average as the 13<sup>th</sup> and 14<sup>th</sup> grades. The exam will take place at the beginning of the appropriate lesson (approximately week six and the last lesson of the semester).

To facilitate preparation, students are expected to practice sight-reading for a minimum of 10 minutes a day. Students are encouraged to use their own materials or check-out books from the library. As a general rule, but very important for sight-reading skills, DO NOT put this off until the last minute; form a habit of doing this every day.

#### **Final Barriers**

At the end of each semester, students must pass a “barrier exam” covering the material from the Percussion Curriculum. Selections from the weekly assignments will be chosen from random and the student must show a thorough knowledge of the material. All barrier materials will be graded pass or fail, but not included in the final lesson grade. If a student fails the barrier exam, the level must be repeated. If a student fails a level three times, that student will not be allowed to continue the music major degree at TAMU-C.

If a student has received A’s for every lesson, excluding sight-reading, and no lower than a B on their Midterm, (with one exception stated below), they will not have to play a barrier on those instruments at the end of the semester. **Exception:** if a student receives lower than an A on one lesson or takes a freebie lesson, but earns A’s on all other lessons, they will still be excused from taking the barrier for that particular semester. **Note:** this does not apply to the Junior Level Proficiency Exam (JLPE) semester. Anyone taking the JLPE is required to perform their barrier, due to the etudes, sight-reading and scales performance requirement of the JLPE.

All freshmen (fall semester only) are required to play a final barrier, regardless of their lesson grades.

## **Junior Level Proficiency Exam (JLPE)**

### **Lower/Upper Division Applied Percussion Lessons (152, 352)**

The student handbook states that all students must pass the JLPE to be admitted into upper division Principal Applied lessons (MUS 352). This exam is given at the end of the students 4<sup>th</sup> semester of lower division lessons (MUS 152). If this attempt fails, the student has one more opportunity to earn upper division status at the end of the following long semester. If this attempt fails, the student is directed to another field of study. Materials for this exam include the solo(s) and etudes prepared for the particular instruments during that 4<sup>th</sup> semester. These instruments could be different for different percussion students and will be handled on a case-by-case basis. Additionally, all students attempting the JLPE will be required to sight-read a 2-mallet etude, pass off all 48 scales during the barrier, and pass off SD Rudiments at prescribed tempos, in addition to the etudes and solo(s). Scales will be chosen by random. Please see the Student Handbook for more details of these requirements.

Percussion students must have passed or attempting the following levels by their 4<sup>th</sup> semester of study to attempt the JLPE: Snare Drum I, Keyboard III, Timpani I, Drumset I.

### **JLPE Oral Presentation**

All students attempting their JLPE will give a percussion/education-related research oral presentation (7-12 minutes). This presentation must be accompanied by an outline, turned into Dr. Zator at 1-2 weeks prior to the oral presentation. Timeline of this project:

|                                      |                                              |
|--------------------------------------|----------------------------------------------|
| Lesson 3                             | 3 topics presented to Dr. Zator              |
| Lesson 6                             | Final topic selected                         |
| Lesson 8                             | First draft of outline due to Dr. Zator      |
| Lesson 10                            | Final draft of outline due to Dr. Zator      |
| Lesson 11 or 12, during Studio Class | Final Oral Presentation to the entire studio |

### **Upper Division & Graduate Student Competition Requirement**

All percussion majors taking 352, 353, 453, 552, and 555 applied lessons and recitals are required to participate in some type of music competition each year. Freshmen and Sophomores can participate but it won't be a requirement.

Some of the competitions include:

- Fall Semester Deadlines or Events
  - ETAMUC Concerto Competition (Fall Prelims, Early Spring Finals)
  - PASIC Competitions (Keyboard, Timpani, Multi-Percussion, Rudimental SD)
    - Only for Undergrads
- Spring/Summer Deadlines or Events
  - Black Swamp Competition (SD & Multi-Percussion)
  - Great Plains Marimba Competition (Solo & Duo)
  - Southern California Marimba Competition (Solo & Duo)
  - World Marimba Competition (not held every year)
  - Modern SD Competition

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**Practice:**     *“I never practice, I always play.” Wanda Landowska*

Minimum daily practice time should equal the credit amount of the lesson (i.e. two credit lesson = two hours a day of practice). Daily practice is essential for musical and technical growth and advancement.



## **Practice Logs**

All students are encouraged to bring their practice logs to each lesson. All freshmen and transfer students are required to turn-in their practice log to their lesson instructors for the fall semester. These logs will document your practice times for the previous week and proposed times for the upcoming week. Although your lesson teachers write down pertinent information on two pages, your personal logs can also be used to record questions you might have and could ask at your lesson. Add any other information to your own lesson notebook as soon as the lesson is over. Use this material and organizational tool to help you better prepare for your next lesson and your barrier and jury performances.

## **Recitals**

Music Education majors are required to perform one 1/2 recital during their senior year. Additional recitals (i.e. Junior, Special, Joint or full recital) may be performed, but must be with the approval of the instructor. This will be on an individual basis. Those performing recitals will not be required to perform a jury but are encouraged to perform in studio class at least once.

If one is performing a recital while studying a barrier instrument, grading for the barrier instrument will follow the Grading procedure stated above. The recital/jury piece will be graded from either the recital performance or jury.

Students performing their **senior or graduate degree recital** must play a hearing of all their pieces no less than 10 days prior to their recital date. Pieces not passing the hearing will either be taken off the recital or given a few more days of preparation and heard once again. Depending on the hearing, the recital can be postponed or completely cancelled if the music is not at a performance level at the hearing.

Continue to check, update, and revise your personalized Recital Checklist, found in your student Google Drive folder.

## **Percussion Studio Class, Area Recitals, and Masterclasses Attendance**

All percussion majors taking 151, 152, 352, 353, 453, 552, 555 applied lessons and recitals are required to attend ALL studio classes, area recitals, percussion masterclasses, and percussion student recitals unless otherwise instructed by Dr. Zator. Advance notice will be given for all such events. Those missing any of these activities without giving advance notice to Dr. Zator will have 5 points taken off their weekly preparation average for every missed event.

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# 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.

## **DEPARTMENT AND ACCREDITING AGENCY STATEMENTS:**

### **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.

### **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.

### **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."*

### **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](#)

## **UNIVERSITY STATEMENTS:**

### **ETAMU Attendance**

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

## **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.

## **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 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 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.

## **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:

Office of Student Disability Services at 903-886-5150 or 903-886—5835;

email [studentdisabilityservices@etamu.edu](mailto:studentdisabilityservices@etamu.edu)

online at [Student Disability Services](#)

in-person in Room 162 of the Velma K. Waters Library.

## **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 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 East A&M Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to [34.06.02.R1 Carrying Concealed Handguns On Campus](#) and/or consult your event organizer).

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

## **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](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](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](mailto: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>

### **STUDENT WELL-BEING:**

#### **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 <https://www.etamu.edu/counseling-center/>

#### **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](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.



### **COMMUNICATION AND SUPPORT**

#### **Interaction with Instructor Statement**

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always 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. Zator)
- 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)