EQUITY-MINDED SYLLABI:

- Demystify institutional processes & resources
- Welcome students & communicate an expectation of success
- Engage diverse backgrounds and experiences
MJC Faculty made changes to Demystify institutional processes & resources

Adding instructions to access online resources.

Providing a full-page break down of important institution-wide dates.

Including a list of campus resources.
MJC Faculty made changes to Welcome students & communicate an expectation of success.
WELCOME TO CLASS!

MUST 101 is a fun class where we explore the fundamentals of music notation, rhythm, and musical elements. We will listen to a variety of music examples together. I am passionate about teaching music theory, celebrating multiculturalism, helping audiences understand music as a communication process, and keeping western art music alive in our community. I look forward to working with you this semester!
MJC Faculty made changes to
Welcome students & communicate an expectation of success

TIPS FOR SUCCESS

- Print the **SEMESTER CALENDAR**; it gives you an overview of what to expect.
- Check your **MJC Student** email frequently. You will receive notifications from Canvas whenever an announcement is posted.
- Always login to Canvas to be aware of due dates and to find details for all assigned work. Access Portales from the links I provide you in the Canvas Lección modules.
- Read this syllabus and all other course material carefully and watch the “How to” videos more than once if necessary.
- **Search for solutions** and ask for help in the “CyberCafé” Discussion Forum if you need clarification.
- Learning a language requires that you practice on a **daily basis**. To avoid frustration, don’t try to complete all of the assigned work in one sitting. Space it out and do some every day.
- If this is your first online learning experience, expect to invest extra time to orient yourself to the course design and tools. Good news: the Spanish Department has designed and organized all of our Online Spanish courses in the same fashion; if you want to continue studying Español at MJC, you will already know how to navigate the layout 😊.
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H) Attendance Policy

1) Attendance is mandatory and extremely important. I will drop you from the course if:
   a) you are absent during the first week of classes
   b) you are absent two consecutive days at any time during the semester

2) To avoid being dropped from the course, you need to contact me by email or leave a telephone message asap. This does not excuse your absence; it only informs me that you intend to stay in the course.

3) You are allowed only four unexcused absences without them affecting your final grade.
   a) If you have 3 unexcused absences, you will receive a warning.
   b) After your 4th unexcused absence, the instructor may drop you from the course.
   c) Arriving 5+ minutes late or leaving 5+ minutes early two times will count as one absence.

4) Ultimately, you are responsible for dropping the course if you stop attending the class. To drop the course, sign-on to PiratesNet or go to the admissions office.

5) An excused absence is an absence due to an illness or an unforeseen emergency (having to study for another class or going on vacation are not excused absences). If you have an excused absence, you need to provide a written excuse and/or supporting documentation. If you do not do so, the absence will not be considered excused.

**You WILL NOT be able to make-up ANY work if you have an unexcused absence**
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**DROP POLICY**

- **Enrolled students** not completing specified activities the 1st day of classes will be dropped from the course. Students not adding with a code within 24 hours will be denied entry into the course.
- During the semester, if an entire week goes by with no activity on your part either through discussion board participation, email, or submission of Portales activities, you will be dropped from the course.
- Please email me if your contribution to the class will be interrupted so that I don’t drop you from the course. Contacting me will not change the late or missed work policies stated in this syllabus.

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**CLASS PARTICIPATION**

**On the first day of the semester, login to CANVAS and:** 1) read through the announcements 2) go through the **“START HERE” module.** You will find a lot of useful information and “How To” videos about how the course is set-up.

- Consider yourself a member of our MJC cyber-community. I highly recommend that you get to know a number of your classmates through discussion forums. At times, I may assign groups to facilitate dialogue.
- Treat contributions made by other members of the class with respect. The contributions of each individual play a role in the collective strength and diversity of our community.
- Subscribe to the **Discussion Boards** so that you receive notifications when new posts are made. Answer questions on the **“CyberCafé” Forum** if you have answers. I will be moderating this forum and will provide guidance and answers when needed.
- **Be advised that I can and will check your cyber “footprint.”** On Canvas and Portales, I can see when you logon, what work was completed/viewed, and how long it took you to complete it.

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**IMPORTANT: ASSIGNMENTS & THE FIRST WEEK OF CLASSES**

- For attendance purposes, **enrolled students must login to Canvas** the first day of classes and complete the indicated activities in the **“Start Here” module** to avoid being dropped.
- Enrolled students, and those who have added, must email me by **Wednesday of the 1st week of classes** if you can’t purchase the **PORTALES** eBook & web access to start homework the first week of classes. **SET UP YOUR ACCOUNT ON PORTALES**, as indicated in the “Start Here” module before contacting me.
MJC Faculty made changes to Engage diverse backgrounds & experiences

About Your Instructor

I was born and raised in the Bay Area. I moved to the Central Valley when I was 19 years old and I now call Stockton my home. I graduated law school and my undergraduate degree is in Psychology. I am an extra-help sergeant for a small Central Valley police department and I teach at the Merced College Police Academy. Here are some interesting tidbits about my family.

My grandfather left Korea in 1903 to work as a sugar cane field hand in Hawaii. My grandmother was a mail order bride, sent by steam ship, where she met my grandfather, married him, and had two boys and seven girls. My father was born on the sugar cane plantation workers’ quarters. He was working/living in Honolulu when the Japanese attacked Pearl Harbor. When he came to California he worked as a tractor/trailer mechanic until he retired.

My mom was born and raised on the Osage Indian Reservation in Oklahoma during the Great Depression. She enlisted in the Navy and then the Air Force and served during the Korean War, while stationed at Adak island, as a Lt. nurse.

My dad barely graduated high school but he told me an education was important, so important, that it couldn’t be taken away from me. In my immediate family, I am the first one to graduate college with a four-year degree. I owe everything I have because of the sacrifices my parents’ made in their lives for our family.

If you have any questions or concerns please let me know right away. If I don’t know the answer I will point you in the right direction.