



**MUEN 1154-270CL**  
**Duck & Cover A Cappella**  
**Spring Semester 2023**  
**Tech/Voc Building, Room TVB 1523**  
**Tuesday/Thursday, 6:00-7:20 p.m.**

**Instructor:** Dr. James Heffel, [jheffel@com.edu](mailto:jheffel@com.edu), 409/933-8200

**Office hours and location:** TVB 1323, Office hours posted on door.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Required Textbook:** All musical materials are provided for the course.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Performance Attire:** Concert attire for formal performances:

Any dressy black outfit or ensemble, including tuxedo. The idea is to look coordinated through the color but still express one's individuality. Questions about wardrobe should be addressed to the director.

Informal concerts: Often, and informal performance will require no more than nice, comfortable attire (no dresses or jackets, etc.). Specific information will be given concerning attire for this type of performance.

**Course Description:** Duck & Cover is the Collegiate A Cappella Style Choral Revue at College of the Mainland. It is our goal to study, rehearse and present this choral literature at the highest level of artistic excellence. This is achieved through diligent, consistent and highly focused rehearsal and study. There are no prerequisites for this ensemble, however a consultation and/or audition is necessary for enrollment.

## ***Course Outline/Rehearsal/Performance Timeline***

Week 1 Introduction, Building a Sound, Familiarization with Vocalise  
Week 2 Vocalise and rehearsal of repertoire  
Week 3 Rehearsal of selected repertoire  
Week 4 Rehearsal of selected repertoire  
Week 5 Rehearsal of selected repertoire  
Week 6 Rehearsal of selected repertoire  
Week 7 Prepare for first public appearances  
Week 8 Prepare for public appearances, rehearsal  
Week 9 Rehearsal and performances  
Week 10 Additional repertoire preparation  
Week 11 Additional repertoire preparation  
Week 12 Possible performances and rehearsal  
Week 13 Rehearsal and performances  
Week 14 Preparation for final performances  
Week 15 Final Performances  
Week 16 Final Performances

## ***Course Materials***

Choir members will each be provided a folder and music for the semester. There are no additional text requirements for the course. Each singer should have his/her music and a pencil **at every rehearsal**. Forgetting music or not having a pencil available takes away from valuable rehearsal or preparation time for the director and the rest of the group. The folder/music is considered College property, and is to be returned at the end of the semester. Any notations in the music are to be made **in pencil**. Each individual is responsible for their folder and its contents. In the event of lost or defaced music (other than musical/style indications as described above), the responsible party will be liable to the College for restitution or replacement of the articles. Failure to do so will result in a hold being placed on the student's records, and future enrollment in coursework at the College will not be permitted until appropriate action has been taken to satisfy the deficiency.

## ***Attendance Policy: Rehearsal Procedures and Attendance***

Cell phones are prohibited in rehearsal. This includes ringing, vibrating, answering, "text messaging," checking messages, or any other type of activity involved with cell phone usage. Wait for a rehearsal break to check your cell phone, but remember to turn it off upon re-entering the rehearsal hall. If you are expecting an emergency or critical call during rehearsal time, do not attend rehearsal, if the call is of this type of importance.

Attendance and promptness to all rehearsals is extremely important, and expected of group members. The ensemble is only as strong as its weakest link, and it is discourteous, rude, selfish

and unfair to everyone involved to diminish the effectiveness and artistic viability of the group through lack of expertise due to missed rehearsal time. This includes absences and chronic tardiness. If late for a rehearsal in progress, enter the hall and get to your chair as unobtrusively as possible, so as not to disrupt the current activity and break concentration of the group.

Absences and general tardiness will be seriously taken into account in the final grading process (credit). Attendance will be accurately taken at each rehearsal. **If a choir member has missed more than three rehearsals or the equivalent through tardiness (three tardies = one absence), the director may dismiss that member from the group (this includes credit and continuing education enrollment).** As this course is designed as a “lab” format, there are no “make-ups” available for missed rehearsals. In the event that you must miss or be late for a rehearsal, please notify the director **prior** to that rehearsal.

It is understood that many of the group’s members are of the professional community, and that time away from the area is often a part of one’s responsibilities. However, if you are in town, and not suffering illness, you are expected at rehearsal as a matter of personal integrity, responsibility and commitment to the group.

**Tardiness Policy:** If a choir member has missed more than three rehearsals or the equivalent through tardiness (three tardies = one absence), the director may dismiss that member from the group (this includes credit and continuing education enrollment). As this course is designed as a “lab” format, there are no “make-ups” available for missed rehearsals. In the event that you must miss or be late for a rehearsal, please notify the director **prior** to that rehearsal.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Academic Dishonesty:** (Describe your academic dishonesty policy and state consequences if it is violated)

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Paul Boyd, Chair of Fine Arts, 409-933-8347, pboyd@com.edu.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Learn to perform the correct rhythms of the music	Class rehearsal, individual work outside of class	Rehearsal Quizzes
2. Learn to perform the correct pitches with good intonation	Class rehearsal, individual work outside of class as assigned	Rehearsal Quizzes
3. Learn to perform with dynamic control	Class rehearsal, work outside of class as assigned	Rehearsal Quizzes
4. Have knowledge of the literature performed	Class discussion	Participation in class discussion
5. Have the ability to perform with other musicians in concert	Thorough rehearsal	Public Performance

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

## Institutional Policies and Guidelines

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**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from this course is April 24, 2023

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

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**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).