



Course Syllabus: Piano Proficiency

Fain College of Fine Arts
MUSC 4972 Section 201
Spring 2026 Time: TBA

Contact Information

Instructor: Dr. Susan Harvey
Office: Fain Fine Arts C1170
Office hours: List office hours
Office phone: (940) 397-4916
Cell Phone: N/A
Twitter: N/A
E-mail: susan.harvey@msutexas.edu

Course Description

Prerequisite(s): Consent of instructor or program chair.

Intensive study for the advanced student within a special area. May be repeated for credit.

Course Objectives

This course allows the student to study a topic in music. The professor will guide the student(s) toward research ideas and development of a final project and/or presentation of the research.

Textbook & Instructional Materials

There is not required textbook. Supplemental resources may be provided by the instructor. Suggested resources may be provided by the instructor.

Study Hours and Tutoring Assistance

Students are expected to spend up to six weekly hours researching their chosen topic. The instructor will meet each student for 50 minutes once a week. This allows for the students to share what they have learned and to guide the students with weekly feedback.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

The project may change as new information is learned. The students and instructor will work toward agreement of a final project and/or presentation. If the students is not making progress toward goals a weekly grade may be given. The final project will be evaluated for content, accuracy of information, and completion as agreed upon.

Final Grading Scale

Grade	Points
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Less than 60

Homework

Students will be guided each week on the next steps in developing their research project. Students will share what they learned, obstacles that may have developed, and what they anticipate would be the next steps.

Quizzes

There are no quizzes.

Exams – Piano Proficiencies

There no exams. However, a final project may be presented to other students or the student may be encouraged to present at the MSU Celebration of Scholarship.

Projects Required

The instructor and students will determine the final project format and a final presentation.

Final Exam:

There is no final exam. However, there may be a final presentation.

Extra Credit

There is no extra credit for this class.

Late Work

Students are given weekly assignments. Students are to demonstrate improvement on each assignment every consecutive lesson. If progress is not being made, students will be given a deadline to perform assignment(s).

Make Up Work/Tests

There are no tests.

Important Dates

- Last day for term schedule changes: January 23, 2026 [Academic Calendar](#).
- Deadline to file for graduation: February 16, 2026 [Academic Calendar](#).
- Last Day to drop with a grade of "W:"April 29, 2026 [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students attend a weekly private meeting for fifty minutes. Students are expected to attend every meeting. If an emergency arises (illness, death in family, car wreck, sick child, etc.), please notify the instructor before the lesson time. Each missed lesson will lower the grade 15%.

The instructor may drop a student from the course after a third absence. Two absences is the equivalent of missing half a month of class.

Weather Statement

This course follows MSU Guidelines for inclement weather. Classes will not meet if campus is closed during the time of class. The class will NOT meet online if campus is closed. If assessment deadlines coincide with university closure, an extension will be stated the next class meeting.

Online Computer Requirements

There are no online computer requirements for this class.

Instructor Class Policies

Students are required to develop their project and demonstrate weekly increased knowledge. Students are to conduct themselves in a professional manner, this includes cell phones turned off and no texting.

College students are adults and are expected to behave accordingly. Any inappropriate behavior will result in the lesson ending and the student asked to leave, either temporarily or permanently (instructor drop), and receive a final lower grade, up to and including an F. Depending on the nature of the behavior or conduct, the student(s) may be subject to further disciplinary actions as per MSU policies.

Cell Phones and Other Recording Devices

The use of cell phones and other recording or electronic devices is strictly prohibited during class. The instructor may direct, from time to time, on the possible use of cell phones for legitimate class reasons. Recording the class is prohibited, unless it is part of a reasonable accommodation under ADA, or by obtaining written consent by the instructor.

Core Values

One of Midwestern State University's stated core values is: "People-Centered: Engage others with respect, empathy, and joy". The professor considers the classroom a safe place where students are treated with respect.

Refer to: [Student Handbook](#)

Office Hours

Dr. Harvey has five scheduled office hours to meet with her. Requesting a meeting during office hours is preferred to ensure her availability. If you are unavailable to meet during those times, she has five flexible hours to coordinate a meeting. You may call her office during scheduled office hours. However, she may not answer if she is meeting with a student.

Refer to: [Student Handbook](#)

Privacy Statement

Federal privacy law prohibits the instructor from releasing information about students to certain parties outside of the university without the signed consent of the student. Thus, in almost all cases the professor will not discuss students' academic progress or other matters with their parents. Please do not have them call. Regardless of these important legal considerations, the professors' general policy is to communicate with the students, not their parents, even when a student has signed a consent form. College students are adults and are expected to behave accordingly.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

AI Policy

The use of generative AI tools is not permitted in this course. Submission of AI-generated content as your own work is a violation of academic integrity and may result in referral to the Office of Student Rights and Responsibilities. Conduct. Please contact your instructor if you have a question regarding this course.

Core Values

One of Midwestern State University's stated core values is: "People-Centered: Engage others with respect, empathy, and joy". The professor considers the classroom a safe place where students are treated with respect.

Refer to: [Student Handbook](#)

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities.

If a student needs class accommodation(s) because of a documented disability, (2) has an emergency medical condition that may interfere with class performance, or (3) requires special handling in case the building must be evacuated, he/she is encouraged to contact the office of Disability Support Services and make an appointment with the professor as soon as possible.

After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: "[Run. Hide. Fight.](#)"

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Students material is assigned individually based on skill level. Students are will be assigned skills that prepare. Students will be assigned proficiency skills required for the semester and skills to develop for future proficiencies (lead

sheets, sight-reading, transposition, performance of etudes, etc.). Some students have passed requirements for Piano Class 2 and are practicing Piano Class 3 proficiencies. Therefore a course schedule is not included.

By the end of the semester, each student will perform assigned material up to page 175 in the piano book and proficiency requirements for Piano Class 2.