



Course Syllabus: Piano Proficiency

Fain College of Fine Arts
AMUS 1231 Section 201
Spring 2026 Time: TBA

Contact Information

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Course Description

Private Lesson

Course Objectives

This course is an individual private piano lesson for students to attain skills to pass the Piano Proficiency. Assignments are based on student ability and needs.

This is offered for in place of Piano Class (I-IV).

Students will:

- Review keyboard technique including posture, hand position, and finger patterns
- Sight-read simple music using both hands (i.e. folk songs)
- Continue learning major and minor scales
- Harmonize and improvise accompaniment to simple songs
- Learn chord progressions
- Transpose simple melodies
- Perform pieces hands together
- Learn broken chords in major key
- Implement basic music theory into piano performance

Textbook & Instructional Materials

Alfred's Group Piano for Adults, Book 1, second edition; by E.L. Lancaster and Kenon D. Renfrow

Study Hours and Tutoring Assistance

Students are expected to practice outside of class. A minimum of 30 minutes a day will develop consistent piano skills.

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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

Students receive weekly assignments to complete from Alfred's Piano Book and supplemental materials. Students are expected to complete all assigned activities and pass designated proficiencies throughout the semester. Students will be assigned skills that prepare students for future proficiencies. For example, students will practice sight reading and transposition in preparation for Piano 4.

Table 1: Points allocated to each assignment

Assignments	Percentage
Assigned Competencies, etudes, skills. Competencies are individualized for each student.	60
Passing Assigned Piano Proficiencies	40
Total Percentage	100

Table 2: Total points for final grade.

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

Homework

Students are assigned material to develop all piano proficiencies. This means that students will be assigned many examples to develop their skills. All students have varying skills based on previous experience. Assignments are based on individual needs.

Students are expected to show improvement on assignments with each successive lesson.

Quizzes

There are no quizzes. However, students are responsible for all assigned material.

Exams – Piano Proficiencies

There no exams. However, students are expected to pass assigned piano proficiencies by the end of the semester. Students have opportunity to pass them midsemester and during the final exam time at the end of the semester.

Students may perform piano proficiencies during times the Piano Class 2 have scheduled proficiencies. Midterm times are TBA.

Projects Required

There no projects other than assigned music and piano proficiencies.

Piano Proficiencies by Semester

- Piano Class 1: group 1 major scales
- Piano Class 2: group 2 major scales, selected minor scales, major broken chords
- Piano Class 3: group 3 major scales, major chord progressions, minor chord progressions, prepared piece
- Piano Class 4: prepared melody with accompaniment, sight reading, transposition, prepared piece

Mid-Term Piano Proficiencies

A date will be given for students to play Piano Proficiencies midsemester. Once a date is set, students may sign up for a time. Students must demonstrate they have learned the proficiency in class before being allowed to sign up.

Final Exam:

Students will sign up for a time to play their piano proficiencies during the scheduled exam time for either Piano Class 2 meetings. Students must demonstrate they have learned the proficiency in class before being allowed to sign up for a time.

Monday, May 11, 2026 8:00 a.m. – 10:00 a.m.

Thursday, May 14, 2026 1:00 p.m. – 3:00 p.m.

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. All assigned material is checked off when completed. New material is assigned as students complete material. Students will practice proficiency skills and learn material inclusive of transposing, sight-reading, playing chords, major and minor scales, etudes, technical exercises, and harmonizing.

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

This is a performance lesson that meets 50 minutes once a week. Students are expected to attend every lesson. If an emergency arises (illness, death in family, car wreck, 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 practice daily assigned material in preparation for their next lesson. 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.

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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.