



# Muap 2111

## Harmony & Keyboard II

8:00 – 8:50 TTh

Vicki Conway, Instructor

Fall 2025

FAC 1018

[vconway@uttyler.edu](mailto:vconway@uttyler.edu)

# Meet the Instructor: Ms. Vicki Conway



Hello! I'm Mrs. Conway, aka 'the dragon' as nicknamed by a recent graduate Bethany Woolman, who is now a medical student at UT Rio Grand Valley. Piano can be an intimidating instrument, but with guided practice it is very user friendly and a valuable support instrument for all your music classes and eventually your career. It does require a time commitment outside of class but my goal is to help you learn to *practice smarter, not longer - for lasting results with the least amount of effort!*

**On a personal note,** I live in Longview with my husband Bret, 2 dogs and 2 cats. I'm also a mom of 3 grown daughters and a grandma to 4 girls, 2 boys and 2 more grands on the way! My hobby is learning! I did almost half the coursework for a doctorate degree at The University of Oklahoma, but family priorities ultimately prevented me from completing it. So *I fully understand the challenges of balancing school, work, family and life. If/when you get overwhelmed and need extra time, extra space or extra help, just ask!* I love teaching piano and music to all ages and levels and if I'm ever coming across as a 'dragon', it's ok to let me know. Let's have some fun along the way!

# Office Hours / Contact Information

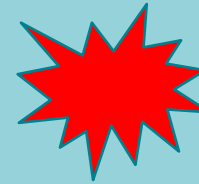
## Instructor Contact information

- [vconway@uttyler.edu](mailto:vconway@uttyler.edu) (preferred - anytime)
- 903-566-7293 (office)
- 903-238-6121 (text) – please avoid nights/weekends

Office Location: FAC 1221

Office Hours (check office door for any updates)

- Monday: 3:00 – 3:30
- Tuesday: 10:00 – 10:30 & 3:00-4:30
- Wednesday: 9:00 – 10:00
- Thursday: 10:00 – 10:30
- By Appointment - send an email request with your available times



## FREE TUTORING!!!

- Daniel Holmes
  - 214-949-7126
  - [dholmes@patriots.uttyler.edu](mailto:dholmes@patriots.uttyler.edu)

# Course Overview

## Progress-Based Modules

Minimum 30 minutes  
practice 4 - 5 days per  
week recommended

No textbook requirement  
All materials provided

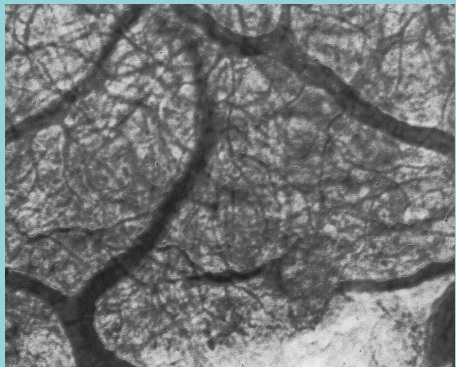
Module  
Introduction/  
Class Drills

Individual  
Module Test

- Video Submission(s)
- In class

A repertoire excerpt  
will be part of each  
module  
assignment

# Mindless Repetition vs Smart Practice



Neural Networks

Repetitions with  
random details

Follow learning  
steps given in  
class for fastest  
and most secure  
results!

Theory

Harmonic analysis  
Form  
Cadences  
Phrases

Visual

Score/Keyboard Notes  
Geography  
HT  
Patterns: Scales/Chords  
Rhythm: Counts on Score

Technique  
Fingering

Posture and  
Balance

Finger memory

Motor

Rhythm: counts with  
pulse  
Accompaniment:  
(Harmonic  
Progression)

Melody  
HT Notes  
Aural

Pitches:  
solfege/interval  
s

Hands together  
playing first  
requires **SLOW**  
hands separate  
processing!  
Avoid HS motor  
memory at all  
costs!

Consistent layering

# Course Objectives & Learning Outcomes

## COURSE OBJECTIVES

Develop and improve functional piano skills necessary for a successful career in any field of music.

Areas of study

- Repertoire and Chorales
- Jazz Basics and Lead Sheets
- Music theory applications
- Technique

Fluency in each area will be necessary to pass the Piano Proficiency exam as the final exam of Harmony & Keyboard IV.

## LEARNING OUTCOMES

- Perform fundamental technical skills appropriate for the third semester of piano study
- Learn and perform standard repertoire at a minimum Level 3\*
- Sightread at a minimum Level 1\*
- Realize and perform lead sheets and harmonic progressions appropriate for the third semester of music theory

\*Levels based on *The Pianist's Guide to Standard Teaching and Performance Literature* (Magrath)



# Why Piano??

## PRACTICAL APPLICATIONS

[This Photo](#) by  
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Visual and aural aid to help learn important theory concepts such as intervals, chords, and harmonic progressions



Supportive tool in playing/counting rhythms



Supportive tool for student's primary instrument in assessing pitch and hearing melodies



Build fundamental skills to **play for fun** & support career options in educational, sacred, and performance settings

- Hand Independence for conducting skills
- Student Teaching
- Music/Band/Choral Classrooms
- Praise band keyboard player &/or worship leader
- Enhance score reading abilities

# Course Calendar (Subject to Change)

## IMPORTANT DATES

Census Date: September 8

Withdrawal Deadline: November 4

### Weeks: Module

1-3: Lead Sheets/Pop Progressions

4-6: Theory

7-9: Jazz Basics

10-12: Chorale Module

13: Scales/Arpeggios (HS or HT)

14: Review Week

15: Final Exam

– Tuesday, December 9

– 8:00 – 10:00 a.m.

### Module Test

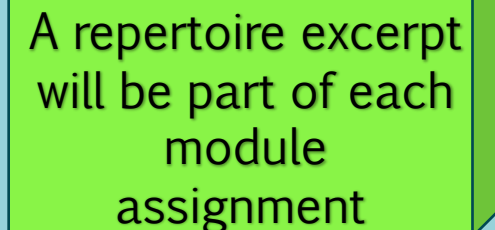
Thursday, Sept. 11

Thursday, Oct. 2

Thursday, Oct. 23

Thursday, Nov. 13

Thursday Nov. 21



A repertoire excerpt  
will be part of each  
module  
assignment



# Course Grading Criteria

Modules avg 66%

- Preparatory Assn/Test

Final exam avg 34%

- 6 Skill Areas

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: 0-59

A Grade of C or better is required to pass the course

# Video Submissions via Canvas

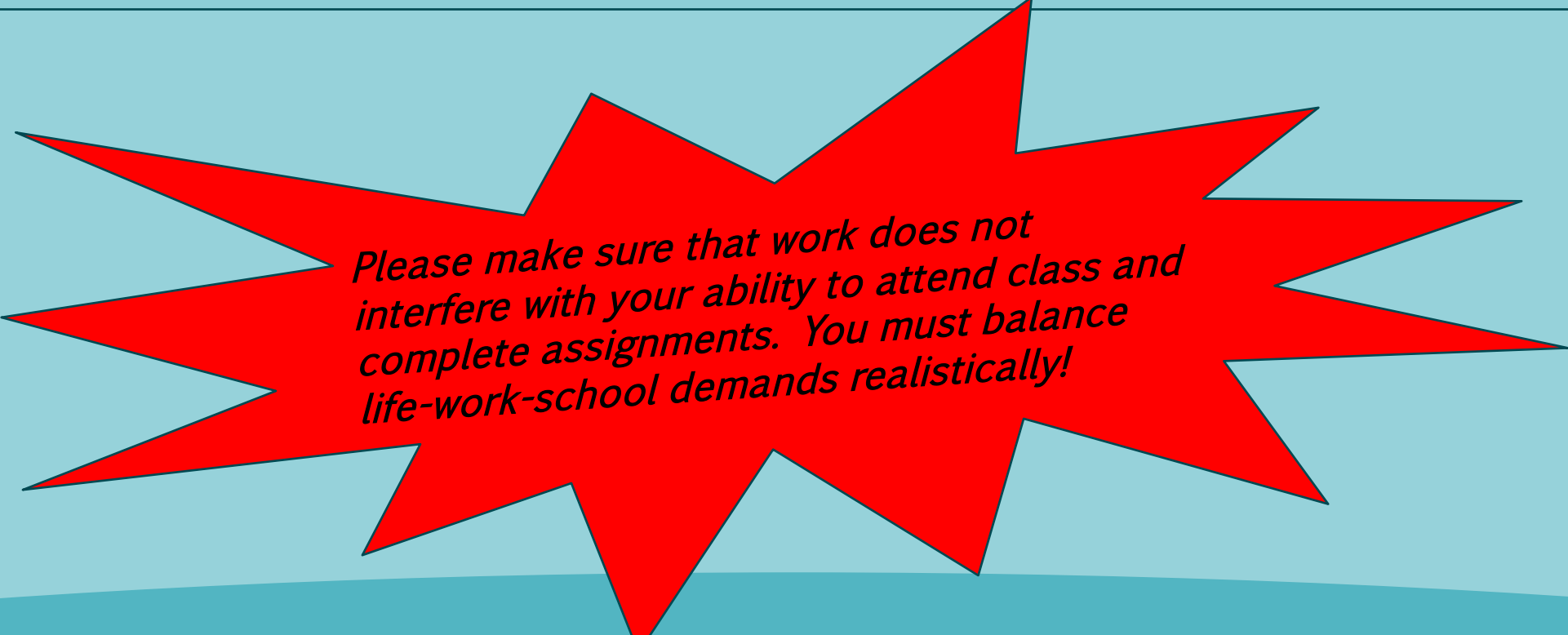
Certain module assignments will be video submissions due by class time (8:00 am) on the date of the module test

Recordings must meet the following criteria

- Camera angle should be an overhead view of hands as if viewing from behind you
  - The back camera generally works better than the front selfie camera and it should be positioned either over your head or beside/behind the piano bench. Do not put camera so that it faces you!
  - In practice rooms, raise the music stand as high as possible so camera is looking down
  - Watch the video to make sure keyboard isn't backward or mirrored (RH on left side/LH on right side)
    - If mirrored, flip it before sending (this frequently happens using the front selfie camera)
    - If keyboard orientation is backward (black keys in front/white keys in back), reposition camera and re-record
- Save the video and title it with an abbreviated assignment name (ex. Harm Prog 2)
- Upload the video to either a YouTube channel or Google Drive and make it shareable
- Copy the link and paste it on the Canvas assignment page

# Attendance Adulting 101!

ATTENDANCE is required at all classes in order to fully understand assignments/grading criteria and to benefit from in-class drills, learning strategies, and feedback. If you are ill, send an email to [vconway@uttyler.edu](mailto:vconway@uttyler.edu) PRIOR to class. Notify all instructors anytime you will be absent, just as you would an employer! Appropriate documentation is required for an excused absence, especially on test days.



*Please make sure that work does not interfere with your ability to attend class and complete assignments. You must balance life-work-school demands realistically!*

# Late Work

Video Submission Deadlines are firm and tests will be given on the designated dates.

- Late assignments are accepted but will be limited to an 85 as the highest possible grade within one week and a 75 if later than one week.
- In case of excused absence on the date of a module test, students must submit any videos for late assignments *and* schedule a make up test *within one week* to avoid a late penalty. Extended illness considerations will be given on a case-by-case basis.
- Additional attempts to pass or improve a module test are allowed without penalty, *provided the test was taken on the due date*. You must however, move on to the next module with the class.

Some module assignments may be graded as Complete/Incomplete in Canvas. A check mark means the assignment received a passing score. An 'x' indicates the assignment is either missing or received a grade below 70. All assignments with an 'x' should be made up asap to raise your average and prepare for the final exam.

# Special Course Notes

**Set aside a 30 minute block of time 4 - 5 days per week for practice.**

- On campus and between classes is ideal! Once you leave campus it will be harder to fit practicing in your schedule!
- Short focused practices throughout the week are far more productive than fewer longer ones.

***Come to every class even if you haven't practiced or feel completely unprepared.***

- Attendance is necessary to fully understand class assignments and be guided to the fastest/easiest way to learn them
- The only time you should miss class is in case of illness. As this is a lab with shared keyboards and headphones, please do not come to class if you have a contagious illness.
- Do your best with realistic expectations and grace – some modules will be harder than others and life happens! Please let me know if there are extenuating circumstances causing you to struggle.

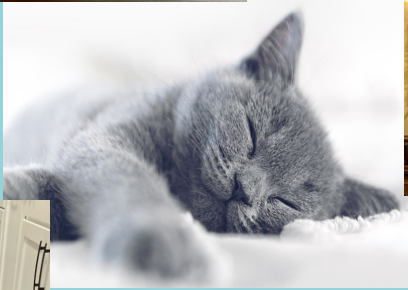


# Wellness – Don't forget to take care of YOU

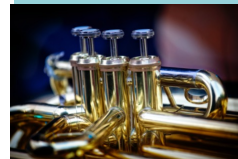
Adulting requires balance and resilience!



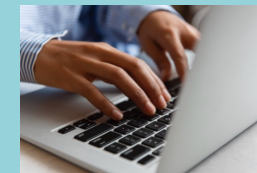
Nutrition  
and Sleep



Faith  
Family  
Friends  
Fun



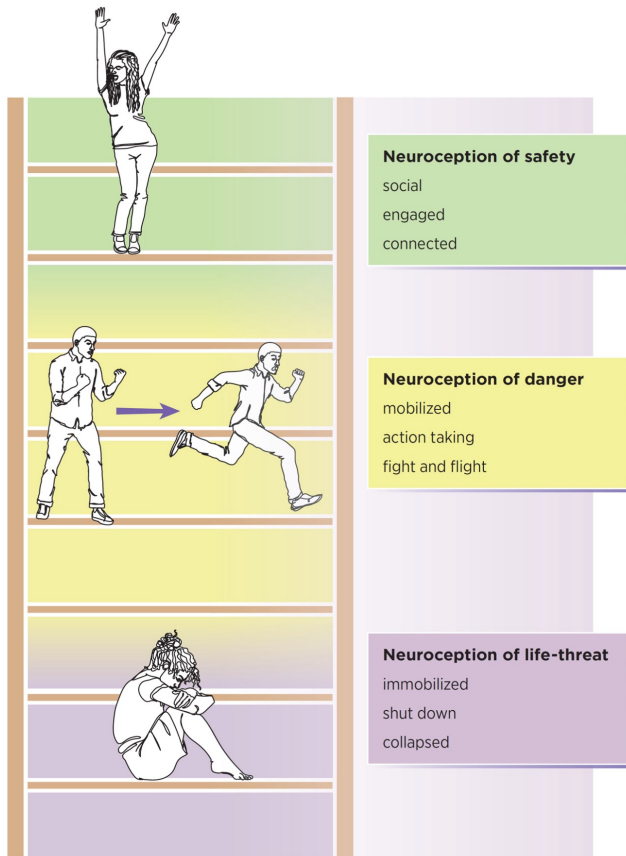
Practice and  
Classwork





# Understanding your Autonomic Nervous System (ANS)

## The Autonomic Ladder



Learn to recognize and honor what your 'body' is telling you

- Vagus nerve is the longest nerve in the body and 80% of messages go from body to brain

Lower states can hijack or interfere with learning/performing

- Hard to focus or access what has been practiced
- Why motor memory fails under pressure

### Strategies

- Smart practice for secure learning
  - Drill short segments and plan what to think
  - Repeat the **process** allowing it to naturally get faster
- Take full deep breaths/stretch/have realistic expectations and do your best!



Utilize free counseling services at UT Tyler!



# Grading Rubrik

## Harmony & Keyboard Grading Rubric All Modules and Final Exam

Exceptional Performance 96-100	Exceeds expectations 90-95	Meets average expectations 80-89	Barely meeting expectations 70-79	Not yet meeting expectations 50-69	Missing (0)
Exceptional performance in accuracy, fluency, articulation details, fingerings, and musicality	Performance meets all stated goals and tempo expectations with only occasional errors in note accuracy, articulation, fingering, or rhythm	Performance demonstrates preparation and practice and can be performed within a reasonable amount of time	Performance demonstrates early stages of understanding and skill development suggesting that performance can meet expectations with more practice	Performance shows significant lack of preparation or attention to required details	Not yet submitted or assessed
Submitted/performed by the stated due date	Performance demonstrates confidence and excellent preparation	Performance lacks overall continuity and contains multiple errors in notes, articulations, fingerings, or rhythm	Performance is extremely slow or significantly lacking in one or more elements of note accuracy, articulations, fingerings, or rhythm (if required)	Performance shows lack of understanding of assignment directions or goals	Performance is completely unacceptable
		Speed is too fast for stated assignment goals such as articulations, fingerings, or processing time/learning strategy	Speed is too fast causing constant mistakes and complete inattention to assignment details	Skill development is insufficient to complete assignment within a reasonable amount of time	

# Special Course Notes: Artificial Intelligence (AI)

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

**For this course, AI is permitted, but any use for written work must be acknowledged and properly documented.**

# Student Resources

## Links in Canvas syllabus module

### Resources to assist you in the course (links available in Canvas syllabus module)

- UT Tyler Student Accessibility and Resource (SAR) Office (provides needed accommodations to students with document needs related to access and learning)
- UT Tyler Writing Center
- The Mathematics Learning Center
- UT Tyler PASS Tutoring Center
- UT Tyler Supplemental Instruction
- Upswing (24/7 online tutoring) - covers nearly all undergraduate course areas
- Robert Muntz Library and Library Liaison · Canvas 101 (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam · The Career Success Center · UT Tyler Testing Center · Office of Research & Scholarship Design and Data Analysis Lab

### Resources available to UT Tyler Students (links available in Canvas syllabus module)

- UT Tyler Counseling Center (available to all students)
- MySSP App (24/7 access to Student Support Program counseling through phone or chat and online wellness resources available in a variety of languages) · Student Assistance and Advocacy Center
- Military and Veterans Success Center (supports for our military-affiliated students)
- UT Tyler Patriot Food Pantry
- UT Tyler Financial Aid and Scholarships
- UT Tyler Student Business Services (pay or set up payment plans, etc.)
- UT Tyler Registrar's Office
- Office of International Programs
- Title IX Reporting · Patriots Engage (available to all students. Get engaged at UT Tyler.)

# University Policies and Information

## See Canvas Syllabus Module

[https://docs.google.com/document/d/e/2PACX-1vQXRlbySwSUh3-Ow\\_8tVR0BoV9Ck3bKN1yTVExKtxygUWZgQ1c1LGttITyN6DpgDVN\\_ucMP9O12M50G/pub](https://docs.google.com/document/d/e/2PACX-1vQXRlbySwSUh3-Ow_8tVR0BoV9Ck3bKN1yTVExKtxygUWZgQ1c1LGttITyN6DpgDVN_ucMP9O12M50G/pub)

### University Policies and Information

Withdrawing from Class Students may withdraw (drop) from this course using the Withdrawal Portal. Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email [enroll@uttyler.edu](mailto:enroll@uttyler.edu) to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully read the implications for withdrawing from a course and the instructions on using the Withdrawal portal.. Texas law prohibits students from dropping more than six courses during their entire undergraduate career\*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the Tuition and Fee Refund Schedule. CAUTION #2: All international students must check with the Office of International Programs before withdrawing. All international students are required to enroll full-time for fall and spring terms. CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. CAUTION #4: All veterans or military-affiliated students should consult with the Military and Veterans Success Center.

\* Students who began college for the first time before 2007 are exempt from this law.

### Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).

### Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

### Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

### Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading,

discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the Registrar's Form Library.

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

### Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu), or call 903.566.7079."

## Military Affiliated Students

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The Military and Veterans Success Center (MVSC) has campus resources for military-affiliated students. The MVSC can be reached at [MVSC@uttyler.edu](mailto:MVSC@uttyler.edu) or via phone at 903.565.5972.

## Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

## Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy in the Student Manual Of Operating Procedures (Section 8).

FERPA UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in University Policy 5.2.3. The course instructor will follow all requirements to protect your confidential information.

#### Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at [parents@uttyler.edu](mailto:parents@uttyler.edu) and also complete the Pregnant and Parenting Self-Reporting Form.

#### Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

**Absence for Official University Events or Activities** This course follows the practices related to Excused Absences for University Events or Activities as noted in the Catalog.

**Absence for Religious Holidays** This course follows the practices related to Excused Absences for Religious Holy Days as noted in the Catalog.