Muap 2001.001 Piano Proficiency

Day/Time: 9:00-9:55 MWF

Vicki Conway, Instructor

Fall 2026

FAC 1018

vconway@uttyler.edu

Meet the Instructor: Ms. Vicki Conway

Hello! I'm Mrs. Conway and I'm excited to welcome you to UT Tyler Music! 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 5 girls and 3 boys! I have degrees in both piano and organ, and love sharing my faith journey as I have been organist in many Protestant denominations and currently serve at St. Anthony's Catholic church. 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 intimidating, please let me know! My goal is to have some fun as you learn and improve your piano skills!

Office Hours / Contact Information

- Instructor Contact information
  - 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

WHY PIANO??

"There probably isn't a single thing that my musical journey has benefited from more than playing piano."
Dr. Sarah Roberts

PRACTICAL APPLICATIONS!!

- Provide accompaniment for elementary music classroom instruction and programs
- Use piano as supportive tool in middle school band programs to play pitches, melodies, and transposition
- Assist/teach pianists in high school jazz ensembles
- Rehearse individual or sectional voice parts in middle through high school choral programs
- Play keyboard for &/or lead a praise band
- Train and enhance hand independence for conducting skills
- Enhance score reading skills

"Everything I learned in Piano Proficiency was used at some point during my student teaching"

Gavin Hollingsworth, BM Instrumental Music Education Fall 2022

Course Objectives & Learning Outcomes

COURSE OBJECTIVES

- Assess functional piano skills necessary for a successful career in any field of music and equivalent to the final exam of Muap 2112 Harmony & Keyboard IV.
- Areas of assessment
  - Sightread classical and chorale styles
  - Lead Sheets and Transposition
  - Incorporate Melody into Accompaniment
  - Harmonic Progressions
  - Jazz Standards

LEARNING OUTCOMES

- Sightread classical styles at a minimum early intermediate level 3*
- Sightread a basic hymn or chorale
- Realize lead sheets, accompanying styles, and harmonic progressions appropriate for 4 semesters of music theory study
- Learn basic comping skills for Jazz Standards

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

Course Overview
5 Skill Modules + Classical SR

Each skill module spans a 2 - 3 week time period

No required textbook

All materials provided

Module Introduction/

Class Drills

Progress based assignments in class or video submissions

Corresponding test area of Proficiency Exam

Course Calendar (Subject to Change)

IMPORTANT DATES
Census Date: September 8
Withdrawal Deadline: October 30

As soon as all assignments within a module are passed, you may take the corresponding portion of the proficiency exam. If finished prior to the due date, you are excused from class until the start of the next module or you may work ahead!

If a module isn't completed by the due date, you must go on to the next module with the class and stay current. You may return to any unfinished modules later.

- Weeks 1-3: Lead Sheet & Reading Skills
  - August 24 – September 11
- Weeks 4-6: Theory Module
  - September 14 – October 2
- Weeks 7-9: Jazz Basics Module
  - October 5 –October 23
- Week 10-12 Chorale Module
  - October 26 – November 13
- Week 13-14 Incorporate Melody into Accompaniment Module & Classical SR
  - November 16 – December 4
- Week 15: Makeup Tests (must be eligible)
  - Tuesday, December 8 8:00 – 10:00

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.*
  - Assignments will be practiced and played IN CLASS or you may submit videos. 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.

Video Submissions via Canvas

- Certain module assignments will be video submissions due by class time (9:00 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

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.**

Attendance

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 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 schedule time for both sleep and practice!

Late Work

- Module dates are firm and should be completed within the dates given. Students who consistently attend class are generally very successful in the course.
- You must pass all required assignments within a module in order to be given the corresponding portion of the test. If the module test is not passed, some assignments may need to be repeated before another opportunity is given.
- Additional attempts to pass and complete a module is allowed throughout the semester. You must however, move on to the next module and stay current with the class.

Course Grading Criteria

Credit (CR)

- All proficiency requirements passed with a minimum score of 70%

No Credit (NC)

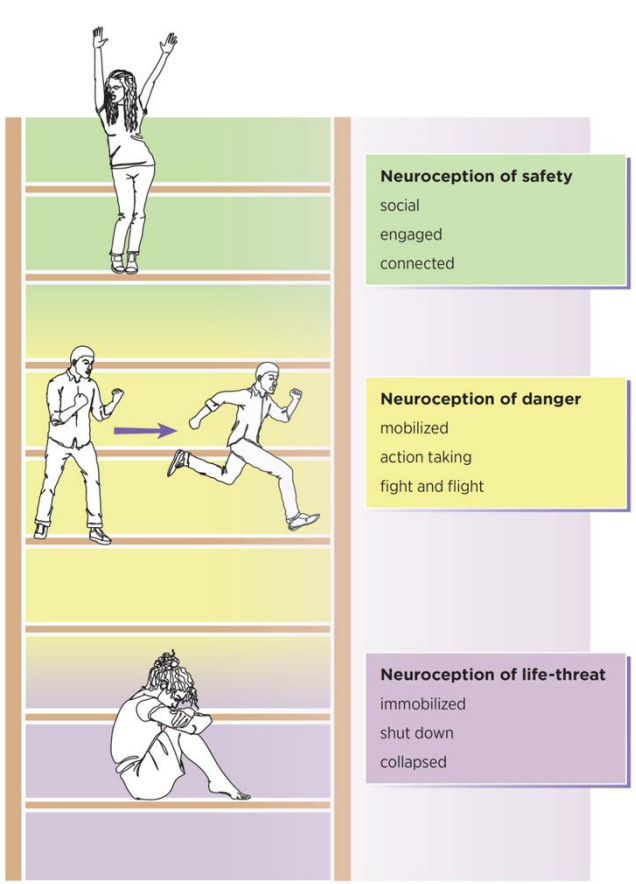
- One or more proficiency requirement not passed with a minimum score of 70%

Students passing all 6 portions of the exam with a grade of 70 or better will receive credit (CR) for the course.

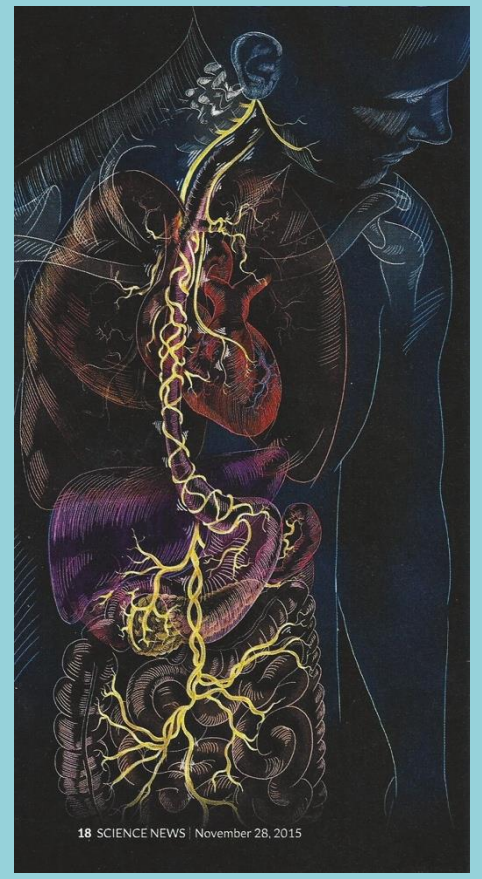
Students not passing all 6 skill areas of the exam will receive a grade of No Credit (NC) and will need to re-enroll in the course. However, any skill areas passed carry over and do not need to be repeated in subsequent semesters!

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!

Wellness – Don’t forget to take care of YOU

Adulting requires balance and resilience!

Nutrition and Sleep

Faith
Family
Friends
Fun

Practice and Classwork

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_8tVR0BoV9Ck3bKN1yTVExKtxygUWZgQ1c1LGttlTyN6DpgDVN_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 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
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- 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, 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 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 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.