

**KEYBOARD SKILLS II**  
**MUSC 1502-01**  
**University of West Georgia, Spring 2016**  
**Dr. Carol Gingerich**  
**678-839-6273 email: cginger@westga.edu**  
**Humanities Room 335, Office Hours as Posted**

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**A. Prerequisites**

Music Theory I and passing of Keyboard Skills I with a grade appropriate to your major (Music Education majors must have earned the grade of C in KS I).

**B. General Objectives**

1. To continue the ideas presented in Keyboard Skills I.
2. To acquire the piano skills and music theory knowledge needed for the Piano Proficiency module tests. Piano Proficiency prepares students to function in the real world as professional musicians, is part of accredited professional music degree programs, and is the culmination of the Keyboard Skills I-IV course sequence.
3. To increase student's critical listening and thinking skills through the use of self and peer evaluation, especially in collaborative group settings.
4. To increase students' musicianship abilities and enjoyment of music through the use of ensemble performances, group improvisations and a solo recital.
5. To introduce students to professional standards appropriate for their role as adult learners in the Information Age, such as the ability to organize and retrieve information, and to meet professional technological standards.

**C. Specific Musical Objectives**

As outlined in the "Piano Proficiency Module Requirements" (revised April 21, 2015) document.

**D. Required Materials**

1. Lancaster and Renfrow. Alfred's Group Piano for Adults, Book 2, second edition. **\*note: this is a REQUIRED material and students who attend class without the textbook will lose 0.5% per class.** (recommended: borrow from someone in the hall)
  2. pencil brought to ALL classes!
  3. Optional for Recorded Modules: one regular mailing envelope (homemade envelopes earn the grade of zero)
  4. Optional for Recorded Modules: 4G thumbdrive Dr. Gingerich may keep for one week.
  5. practice time- Total of 3-4 hours per week as needed
- OPTIMAL: **2/15 minute focused and concentrated sessions each day for 6 days/week** (this is worth more than 45 minutes/day unfocused)  
-30 minutes total everyday is better than 3 hours on weekend  
-grab 10 minutes here or there-it's fun to practice.

## E. Evaluation (subject to change)

I. Playing Tests - 2 tests each worth 2%; one combining peer and self- evaluation

### II. Piano Proficiency Modules C and D

#### a) Introductory Statement

“After enrolling in the course, students may test out early, according to the individual instructor’s policies. This option is intended primarily for students who have had more than 3 years of pre-college private piano study (KS I), and/or have earned the grade of A in previous Keyboard Skills courses, and are able to devote ample time to practicing independently, without assistance from the instructor.”

#### b) General Requirements

-each module must be passed with a grade of C or above in order to have passed Piano Proficiency and in order to pass KS II

-students have three options for completion of the modules:

a) students may choose to perform the module in person during the scheduled in class time and their performance will be recorded by the instructor

b) OR students may submit a recording at the beginning of the scheduled test time, instead of playing in person. Students must indicate their desire to do so, via email, by the date given by Dr. Gingerich

c) OR students may submit a recording (s) “early” during the scheduled “Early Submission Period”

-for any modules earning below the grade of C, students have the option of retaking that particular Module test during the designated time during Final Exam week. This “second chance” is available only if the original test was attempted during the semester.

-for any module(s) not successfully performed during the semester, the student will register in KS II the next spring, and may submit these module(s) during the Early Submission Period (requirements are below), and thus “test out” early from the course.

#### c) Early Submission Period

##### ***Introduction:***

Early Submission is a privilege automatically available to students who earned a final grade of A or B in KS I. This privilege may also be granted, by permission of the instructor, to students currently enrolled in KS II who consistently demonstrate excellent work in class and who are earning the grade of A on all course components prior to the requested Early Submission date. There are two possible Early Submission dates.

##### ***Requirements:***

-Students wishing to use the Early Submission Period must notify the instructor via email at least 3 weeks in advance of the Early Submission date, and must indicate which Module (s) they will be submitting. This email promises a commitment on the part of the student to submit the particular Module (s), and any recorded Modules which are not completed by the due date, will earn the grade of F, and the policy concerning Requirements for Recorded Tests will be in effect.

- after receiving the email notification from the student, within one week (two weeks prior to the Early Submission due date) the instructor will email the test requirements. This will provide the student with two weeks in which to polish their performance and record the test materials.
- students may not submit Modules after the in-class Module test date
- after successful completion of both modules students will receive a hard copy letter indicating that they have completed Piano Proficiency for this semester and have passed KS II and that they will no longer need to attend class for the remainder of the semester. Their final grade will be calculated using the grades earned on each module and a prorated amount for the remaining 20% of the course. The prorated amount will utilize the grades they earned up until the date they tested out of the course. Students must continue **to attend all classes** until they have been notified that they will receive this letter.

#### c) Recorded Modules

- detailed instructions will be sent via email regarding professional recording standards.
- recordings are due to room 335(232) promptly between 8:50-9:00 am on their due date, and late recordings earn the grade of F. Please do not knock after the door is closed, as students choosing to perform the class in person will be taking their tests.

**Requirements for Recorded Tests:** students may continue to use the recording “privilege” as long as their recordings:

- a) include all portions of the test
- b) pass with the grade of C or higher
- c) have no technological problems and play properly when the instructor views them

Students who turn in recordings with any of the above missing, will lose their privilege or option of submitting recorded modules for the remainder of that particular semester. The recorded privilege is reinstated at the beginning of each semester

#### III. Recital –2%

- to be held in Cashen Hall
- invited friends and family, optional
- perform Piano Proficiency memorized solo repertoire as a “try out”

#### IV. Optional Bonus Points: Fingering Rules Test

- 2% bonus points
- written test during class

#### V. Class Attendance – attendance is taken on a daily basis and is the best assurance of succeeding in this course

- this is a 14 week course and each class is worth 0.5%
- Class begins at the official time indicated by the university. ***Students arriving after the door has been closed may not enter the room and should not knock and thus disturb the class,*** and will be considered absent.

## F. Academic Policies

### Attendance Requirements

Class attendance is important in order to create musical excellence in the acquisition of skill development and knowledge of the subject matter, and is a form of the daily practice and focus exhibited by professional musicians. However, occasionally important life matters prevent students from attending class, and so students are allowed three absences if needed. This attendance policy is designed to support and reward professional standards.

A student is allowed three absences. Upon the fourth and fifth absence, the student's final grade will be lowered by 2 letter grades. Upon the sixth and seventh absence their final grade will be lowered 3 letter grades. Upon the eighth and ninth absence, their final grade will be lowered 4 letter grades. ***It is the student's responsibility to keep count of their number of absences.***

UWG provides excellent resources to students, and exceptions to the above attendance policy occur if Dr. Gingerich receives an ***email*** notification from a UWG Professional:

- a) Physical Health: Health Services Patient Advocate(Jill Hendricks, Corey Hindman)
- b) Emotional Health: UWG Cares: [www.westga.edu/UWGCares](http://www.westga.edu/UWGCares)
- c) Academic:(time management, learning disabilities): EXCEL Center: [www.westga.edu/excel](http://www.westga.edu/excel)
- d) Miscellaneous: Dean of Students Office: [www.westga.edu/vpsa](http://www.westga.edu/vpsa)
- e) UWG music instructor concerning date and time of departure for an ensemble tour or conference.

**It is the student's responsibility to ensure that the information concerning the Exception is sent to Dr. Gingerich WITHIN TWO WEEKS OF THE END OF THE ABSENCE and is complete.** (highly recommended: ask them to cc the student). **It is the student's responsibility to make up any missed work, by contacting their "piano buddy."**

**Please note: communication regarding absences is via email only. Dr. Gingerich is well qualified to assist with musical and pianistic problems. But for reasons of confidentiality and in order to obtain the best professional advice, assistance for situations which are non musical or non pianistic must be provided by one of the UWG professional listed above.**

### Disruptive Behavior

Students will be dismissed from any class meeting at which they exhibit behavior that disrupts the learning environment of others. Such behavior includes – but is not limited to – speaking disrespectfully to the instructor and/or to other students, the use of personal audio or video devices, tapping, drumming, distracting body movements, and creating noise while the instructor is speaking. Each dismissal of this kind will count as an absence and will be applied toward the attendance requirements policy. **The instructor has the right to teach and ALL students have the right to learn!**

Makeup Policy –tests, presentations can be rescheduled only if Dr. Gingerich receives an email from any of the UWG Professionals listed above.

Due Dates –all assignments and tests are due at the beginning of the assigned class. Late assignments or test attendance earn the grade of zero.

Email –official communication is through “my.westga.edu” accounts only

Extra Credit – is given as described in this syllabus. Work utilized in other courses is not permissible.

Contract –by remaining a registered student in this course, the student agrees to the obligations set forth in this syllabus for the satisfactory completion of this course. Additional information: <http://tinyurl.com/UWGSyllabusPolicies>

### **G. Grading**

Piano Proficiency Module C (Midterm Exam)	40%				
Piano Proficiency Module D (Final Exam)	40%				
Playing Tests (2 at 2% each)	4%				
Recital	2%				
Attendance	14%				
Optional Bonus Points	2%				
90-100A	80-90B	70-80C	60-70D		Below 60F

**H. Syllabus** (subject to change)

Week 1: Jan 11/13	Syllabus Presentation Necessary Fundamentals Review Recital Repertoire Module C
Week 2: Jan 20	
Week 3: Jan 25/27	<b>Early Submission Period I Email Due (Jan 25)</b>
Week 4: Feb 1/3	<b>Test #1</b>
Week 5: Feb 8/10	
Week 6: Feb 15/17	<b>Early Submission Recordings Due (Feb 15)</b>
Week 7: Feb 22/24	
Week 8: Feb 29/Mar 2	
Week 9: Mar 7/9	<b>Module C Test</b>
Week 10: Mar 21/23	Module D <b>Early Submission Period II Email Due (Mar 21)</b>
Week 11: Mar 28/30	<b>Recital – Cashen Hall (TBD)</b>
Week 12: Apr 4/6	<b>Test #2</b>
Week 13: Apr 11/13	<b>Early Submission Period II Recordings Due (Apr 11)</b> <b>Optional Bonus Points: Fingering Rules Test</b>
Week 14: Apr 18/20	<b>Module D Test</b>
Exam Week:	Second Attempt Module Retesting Wednesday April 27 8:00 am -10:30