

**SYLLABUS**  
**CLASS PIANO MUSI 2181**

**Instructor:** Dr. Donna Ham  
**E-Mail:** [dham@southplainscollege.edu](mailto:dham@southplainscollege.edu)  
**Class Location:** FA Rm. 119 Piano Lab  
**Office Hours:** Posted on the office door (FA. Rm. 135) or by appointment

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**TEXTBOOK AND MATERIAL**

*\*Alfred's Group Piano for Adults Book 2* by E.L. Lancaster, Renfrow (Alfred)  
*\*Complete Scales, Chords, Arpeggios & Cadences* by Palmer, Manus, Lethco –  
*supplementary, required for music majors*

**GENERAL COURSE OUTLINE**

**Prerequisite:** MUSI 1182 or approval of Instructor. Class instruction in the fundamentals of intermediate keyboard technique.

**MUSI 2181 Piano Class III**

Intermediate class instruction in the fundamentals of keyboard technique.

Approval Number-----50.0907.51 26

Maximum SCH per student-----1

Maximum per course----- 1

Maximum contact hours per course----48

**Learning Outcomes**

Upon successful completion of this course, students will:

1. Play additional major and minor scales and arpeggios
2. Harmonize melodies using varied accompaniment techniques.
3. Perform selected compositions.

**ATTENDANCE POLICY**

**Regular attendance is required!** Roll will be checked at the beginning of class. Absences will affect the grade as follows;

\*third (3<sup>rd</sup>) absence, final grade will be lowered one (1) letter grade

\*fourth (4<sup>th</sup>) absence, the final grade will be lowered two (2) letter grades

\*fifth (5<sup>th</sup>) absence, dropped with an automatic F.

**Three (3) tardiness will equal one (1) absence.** If the student enters class after attendance has been checked it is the responsibility of that student to speak to the instructor at the end of that class session and inform the instructor that he/she had been in class and should be marked tardy rather than absent. If the student does not do this the recorded absence will remain and will not be changed at a later date. It is the student's responsibility to work out schedule conflicts that would prevent them from being on time.

If a student must miss class because of participation in an activity sanctioned by the college, the student will be allowed to make up the work **ONLY** if the student notifies the instructor **PRIOR** to the day of absence. This notification must be in a written document prepared by the Office of the Dean of Students. Verbal notification is not acceptable. The student is responsible for obtaining any notes or assignments missed due to an absence, and work due must be the following class. Explaining an absence after the fact will not be retroactive. Weather policy is determined by administration. Sign up with campus weather alert system and watch local channels.

### **CLASSROOM DECORUM**

**All electronic devices must be turned off before entering the classroom.** If this is not done and one of these devices sounds during class, that student will be asked to leave and will be marked absent for that class period. Students will remove their hats and caps when entering the classrooms. No chewing gum allowed. Bring your pencil.

Unprofessional behavior will not be tolerated and will be documented to be turned over to the Fine Arts Department Chair, and Administration. Such behavior will result in a dismissal of class for that day with a zero and receive an unexcused absence. If the student is asked to leave, it would be advisable to do so. After two (2) such episodes, the student will be told to drop and will receive an "F."

### **PIANO LAB MAINTENANCE**

Use hand sanitizer or wash hands before each class  
Do not lean on piano rack  
No erasing on piano  
No rocking on the bench  
Careful with headphone  
No downloads on computer  
Hibernate computer and turn off your instrument before leaving

### **ASSIGNMENT POLICY**

**PRACTICE DAILY! A student is REQUIRED TO PRACTICE A MINIMUM OF 30 MINUTES PER DAY WITHOUT INCLUDING CLASS TIME! MORE IS BETTER!!**

All assignments are due at the beginning of class and will not be accepted at the end of class. Class assignments may be made with a "due" date given with each assignment. Late-unexcused-incomplete work will not be accepted. Quizzes (announced and unannounced) will be given during the first part of class and will not be made up if the student is late or absent. Students will be expected to participate in class and bring their own materials. Students are responsible for

keeping a record of grades and attendance. Supplemental repertoire and additional requirements may be assigned according to the ability and musical knowledge of the individual student.

**GRADING SCALE**

90 -- 100%	=	A
80 -- 89%	=	B
70 -- 79%	=	C
60 -- 69%	=	D
59% and below	=	F

**GRADES CALCULATED**

30% Attendance
25% Daily Grades & Quizzes
25% Midterm
20% Final

**WARNING** – Cheating or plagiarism will result in the student receiving a 0 on the assignment for the first offense, second offence you will be dropped from the class.

**Campus Concealed Carry** - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**SPC Standard Disability Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College -1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611

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## **Disability Services**

### **Our Plan to Return to Campus**

South Plains College has developed a comprehensive plan for a safe and healthy return to campus as we work together to respond to the COVID-19 pandemic. This plan outlines recommendations for personal health and safety, as well as, how college operations will be modified to meet the recommendations of federal, state and local authorities and health officials. The Return to Campus Plan is a “living” document that will be updated as new information becomes available to us.

If a student hasn't participated in any form for a minimum of 3 weeks without any communication from the student and is earning a solid “F”, this would be the only case where I would administratively withdraw a student (minus issues like plagiarism and student conduct issues).

## **Sexual and Gender-based Misconduct (Title IX)**

### **For emergencies, please contact 911 immediately.**

South Plains College is committed to maintaining a positive learning, working and living environment and will not tolerate acts of sexual harassment or sexual violence or related retaliation against or by any employee or student. When sexual harassment or sexual violence

has occurred and is brought to the attention of a Title IX official, SPC will take steps to end the harassment or violence, prevent its re-occurrence and address its effects. For more information, [view the sexual and gender-based misconduct policy](#).

## Report a Sexual or Gender-based Misconduct Incident:

To file a complaint please use the [online reporting system](#). For more information, contact one of SPC's Title IX officials or email [complaints@southplainscollege.edu](mailto:complaints@southplainscollege.edu).

This form should be used to refer an incident involving an alleged violation of:

- The South Plains College [Sexual and Gender-Based Misconduct Policy](#) and Procedures (including sexual harassment, sexual assault, gender-based harassment, domestic violence, dating violence, sexual exploitation, and stalking) by anyone wishing to file a referral on behalf of a South Plains College student. These allegations are investigated and adjudicated by the Vice President for Academic Services who serves as the Title IX Coordinator;
- South Plains College Non-Discrimination Statement and Policy. These allegations are investigated and adjudicated through the Office of the Vice President for Student Services.

Additional support for those who have encountered a sexual or gender-based misconduct incident is available by visiting the [Health and Wellness](#) or [Mental Health Resources](#) pages or in the [What to do about Sexual Violence](#) publication.

**As a reminder:** all College faculty members, staff members, and administrators, with the exception of those working in a confidential capacity (e.g., counselors, rape crisis advocates, medical providers, and clergy) who learn of suspected instances of discrimination, harassment or gender-based misconduct, directly or indirectly, have a duty to refer the information immediately to the Office of the Vice President for Student Affairs/Title IX Coordinator.

Dr. Stan DeMerritt  
Vice President for Student Affairs  
Student Services Building - Levelland  
(806) 716-2360

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#### **4.1.1.4 Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Director of Health and Wellness at 806-716-2362 for assistance.

**MUSI 2181**  
**Dr. Donna Ham**  
**dham@southplainscollege.edu**

**Class Piano III**  
**(806) 716-2268**

### **Acknowledgement of Syllabus Content**

I have received a copy of the syllabus for MUSI 2181

I have read and I understand the syllabus.

I agree to abide by the terms set forth in the syllabus.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please list your email address that you use the most often:

\_\_\_\_\_

Describe any special circumstances which may affect your attendance: