Course Policies/Information 2017-2018

Professor Mara Prausa- mbeckman@uwsp.edu Office: Room 320 – NFAC Phone: 346-3238

Office Hours: By appointment

**Textbook Rental** *Group Piano for Adults* by Lancaster and Renfrow. Alfred Publications

* + Book 1 = for MUS 146 Level 1 and MUS 147 Level 2
	+ Book 2 = for MUS 246 Level 3

This is a rental text, which can be obtained at the University Bookstore. You are required to bring this to every class. Failure to bring text on a regular basis may result in a grade deduction.

**Supplies** Folder for keeping assignments & handouts, metronome, and manuscript paper (found on D2L which can be downloaded/printed)

### Class Attendance Policy

This class meets twice a week for 50 minutes. Because this is a skills class, your attendance is extremely important and expected at each class. “Excused” absences will only be considered as:

* a documented medical emergency
* a verified family emergency or death in family
* University-related excused absence with documentation or email from university
* It is your responsibility to notify me via university email or voicemail (stated above) within a 48-hour period regarding your absence if it is considered “excused”. If I do not hear from you about your absence within the noted time frame, it will be considered “unexcused”. Any other type of absence that is not listed above will be considered “unexcused” (i.e. oversleeping; missed transportation; etc.).
* **NOTE: Two unexcused absences are allowed without penalty. For each unexcused absence after that point, your overall grade will be lowered by one letter grade. Your overall grade will continue to be lowered by one letter grade per unexcused absence.**  Note: Final notification of excused absences must be addressed to the instructor before the semester concludes. Appeals regarding absences cannot be made after the semester has ended and final grades have been submitted.

### Grades

Your overall semester grade is determined by a combination of:

* daily/weekly grades (33.33%)
* midterm proficiency exam (33.33%)
* final proficiency exam (33.33%)

**Grading Scale**

All grading will be based on the following system:

A = 4.00 A - = 3.67 B+ = 3.33 B = 3.00 B- = 2.67 C+ = 2.33 C = 2.00 C- = 1.67 D+ = 1.33 D = .67 F = 0.00

* NOTE: If your final semester grade constitutes a D or higher, advancement will be made to the next piano level, **however,** if a student has not successfully passed one or more categories during the proficiency exams (scales, harmonization, repertoire, chord progressions, etc.), an incomplete will be issued for the semester. An incomplete can only be removed once that particular deficiency has been re-examined and passed by the instructor.

**Missed Grades/Makeups**:

* Missed daily grades or midterm/final exam grades may be made-up if it is considered an “excused” absence and I have been properly notified within 48 hours after your absence. Any grades taken during an “unexcused” absence will be forfeited.
* Make-up grades are to be completed within one week of the original grading date. **It’s the student’s responsibility to contact me to arrange a makeup assignment/grade at a mutually agreeable time.** Grades will not be made-up after the one-week grace period and will result in a forfeited grade if assignment makeups have not been completed with the instructor.
* It’s the student’s responsibility to follow-up on missed class assignments and any upcoming graded items by contacting me or consulting a reliable classmate.

### Exam Dates:

Consult the “Important Grading Dates” page in this packet for exam dates and content. Weekly grades will be given on a regular basis throughout the semester. If you need any clarification, please ask your instructor.

**D2L**

Grades given throughout the semester will be posted on the Desire2Learn site. Instructor feedback will be given as graded items are posted. (https://uwsp.courses.wisconsin.edu) Unexcused absences that you may have acquired will also be posted. It is the student’s responsibility to check D2L on a regular basis so that you may keep track of your progress and to remain aware of excessive unexcused absences, which may affect your overall grade. I am glad to address any questions in person regarding grades and absences. Other various course materials will also be posted in D2L throughout the semester.

**Cell Phones**

Use of cell phones (talking/texting) during class is a distraction and will not be tolerated. Once you enter the lab, cell phones need to be silenced and out of sight. Please take care of calls/texts beforehand.

### Practice

This is a skills class in which regular daily practice is crucial to your progress and ability to pass this course. Each student will be at different skill levels. On the average, one hour per day of piano practice outside of class is the normal time commitment. Please note that although one individual may accomplish reasonable progress with (1) hour of practice per day, some of you may need to commit much more practice time to successfully progress and develop the required keyboard skills for class.

Your progress and success in this course is very important to me. Please feel free to see me with any problems or concerns you may have with this class. **Any student who has a disability and is in need of classroom and/or exam accommodations, please contact the instructor and the Office of Disability Services.**