Instructor: Dr. Mario Ajero  
Email: ajeromp@sfasu.edu  
Phone: (936) 468-1389 (office), (936) 205-1881 (mobile/text/iMessage)  
Office: Griffith Fine Arts Building Room 314  
Office Hours: MWF (12-2), TR (9-11), or email for appointment  
Department: Music  
Class meeting place: Griffith Fine Arts Building Room 320 (see mySFA or D2L Brightspace for class times)

Description of Course  
Class instruction aimed at keyboard music majors to develop functional skills through sight reading, chord progressions, harmonization, ensemble playing, transposition, score reading, and improvisation.

Semester Hour Justification  
(1 credit) typically meets twice each week in 50-minute segments for 15 weeks. Students develop their musicianship and functional keyboard skills including transposition, harmonization, technique, and score reading through collaborative group practice and individual practice. Performance tests are given approximately once per week in class. Preparation and practice for performance tests require a minimum of 4 hours of work each week outside of classroom hours.

Students Learning Outcome  
Students will demonstrate functional keyboard skills including harmonization, transposition, ensemble playing, and sight reading.

Course Requirements:  
Students will be required to perform numerous performance quizzes at the piano throughout the semester. The grades of these quizzes will be averaged together to determine the students’ final grades.

Attendance Policy:  
Attendance to all classes is required.

4 unexcused absences will result in the final grade being lowered one letter.  
6 unexcused absences will result in the final grade being lowered two letters.  
8 unexcused absences will result in the final grade being lowered three letters.

The instructor will excuse absences at his or her discretion. Proper documentation such as a doctor’s note will be required for requests to excuse an absence. All students are expected to arrive to class on time ready with their textbook. Repeated tardiness or coming to class without a textbook may be applied as absences and could lead to failure of the course. As a courtesy, always ask the instructor for permission to leave the classroom. The instructor will usually grant permission, but if it is a regular occurrence, then the instructor may count the time students are out of class as partial or full absences which can affect the final grade.
Grading Policy:
Each performance quiz will receive a grade between 0-10. Grades are averaged based on the following scale:

A = 9.0 and above  
A- = 8.0 - 8.99  
B+ = 7.5 - 7.99  
B = 7.0 - 7.49  
B- = 6.5 - 6.99  
C+ = 6.0 – 6.49  
C = 5.0 - 5.99  
C- = 4.5 - 4.99  
D = 3.0 - 4.49  
F = under 3.0

*Students who miss quizzes due to absence will be assigned a ZERO for that quiz. Students may only be allowed to take a makeup quiz at the instructor’s discretion.

*Graded material is subject to change.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to: http://www.sfasu.edu/disabilityservices

Withheld Grades Semester Grades Policy (5.5)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf
Academic Integrity (4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.
**Student Wellness and Well-Being**

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**

*The Dean of Students Office (Rusk Building, 3rd floor lobby)*  
www.sfasu.edu/deanofstudents  
936.468.7249  
dos@sfasu.edu

*SFA Human Services Counseling Clinic Human Services, Room 202*  
www.sfasu.edu/humanservices/139.asp  
936.468.1041

*The Health and Wellness Hub - “The Hub” (corner of E. College and Raguet St.)*  
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services  
- Counseling Services  
- Student Outreach and Support  
- Food Pantry  
- Wellness Coaching  
- Alcohol and Other Drug Education

www.sfasu.edu/thehub  
936.468.4008  
thehub@sfasu.edu

**Crisis Resources:**

- Burke 24-hour crisis line: 1.800.392.8343  
- National Suicide Crisis Prevention: 9-8-8  
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)  
- Crisis Text Line: Text HELLO to 741-741
Week 1-2 Quizzes (see D2L Brightspace for dates):
1. Two-part choral score reading (soprano/alto clef)
2. Transposing Chord progressions

Week 3-4 Quizzes (see D2L Brightspace for dates):
1. Two-part instrumental score reading (B-flat, E-flat, F, and A instruments)
2. Harmonization with I, IV, V7

Week 5-6 Quizzes (see D2L Brightspace for dates):
1. Playing by ear (Happy Birthday with transposed to multiple keys and played in various accompaniment styles)
2. Three-part choral score reading

Week 7-8 Quizzes (see D2L Brightspace for dates):
1. Improvisation with I, IV, V7
2. String Score reading

Week 9-10 Quizzes (see D2L Brightspace for dates):
1. Harmonization with Secondary Chords
2. Four-part choral score reading

Week 11-12 Quizzes (see D2L Brightspace for dates):
1. Improvisation with primary and secondary chords
2. Harmonization with altered chords

Week 13-14 (see D2L Brightspace for dates):
1. Full band/orchestra score reading
2. Jazz/Popular Music Harmonization