MUT 210-001 and MUT 210-002 - Introduction to Audio Technology
Syllabus
Fall 2019

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Course times: Section 1: 12:00 - 12:50 pm
Section 2: 2:00 – 3:00 pm

Credits: Three
Class Location: L.E. Griffith Fine Arts 310

Course Description:

This course is designed to introduce students to the field of music technology and the recording arts.

There are two components: the lecture portion covers the terminology, equipment, science, art and history associated with the field of music technology. Topics include the fundamentals of digital audio theory, system configuration, file structure and organization, recording and editing audio and MIDI data.

The lab component exposes students to the basic application of the topics covered in lectures in addition to hands-on equipment training, which includes recorded projects in music production and post-production workflows using industry-standard hardware and software.

Students will engage in research projects that demonstrate their knowledge and understanding of the topics covered as well as present recorded works they produce.

Co-requisite: Microphone Techniques (MUS 205).
Pre-requisite: Permission of advisor or instructor.

Learning Outcomes:

1. Students will be able to understand and articulate music technology related terminology and concepts.
2. Students will learn the basics of acoustics and the science of sound.
3. Students will complete two recording projects that demonstrate their ability to apply learned conceptual topics.
4. Students will complete an academic research project that demonstrates their understanding of the course subject matter.
5. Students will learn the basics of Digital Audio Workstation operations.
6. Students will learn basic recording studio signal flow.
7. Students will be prepared for more advanced studies in music technology and recording arts.

Program Learning Outcomes:

1. Students will demonstrate experience and expertise in music technology hardware and software for live sound reinforcement, recording, editing, mixing, producing, MIDI sequencing, and notation.
2. Students will demonstrate broad knowledge of the music industry.
3. Students will have developed and honed their skills as musicians and recording artists.
4. Students will demonstrate a working knowledge of various studio and live sound equipment operations.
5. Students will be prepared to pursue careers in the music industry and/or graduate studies in music and sound technology.

Required Text and Materials:

- *Modern Recording Techniques, 9th edition* by Dan Hosken and Miles Huber
- Headphones with ¼ and ⅛” adapters.
- Portable data storage device with at least 4GB of free space.
- Access online resources including MS Office applications and Brightspace.

Course Requirements:

30% Homework and Quizzes
10% Midterm Exam
15% Final Exam
15% Research Paper
5% First Recording Project
15% Final Recording Project
10% Experience Project
Grading Policy:

All work will be graded on a 100 point scale and then converted to a letter grade at the conclusion of the semester.

Unless otherwise specified, all assignments are due by 11:59 pm on the day they are due.

Shorter homework assignments will be accepted late for a 10 point-per-day penalty for up to three days. After that, the grade will be a zero.

No other work apart from what is classified as “Homework” will be accepted late and thus receive a zero barring extenuating circumstances accepted by the instructor and university.

Work that is incomplete is considered late so please be sure that audio files are saved correctly.

Most projects assignments will be on our class MS Teams page, and most written assignments will be on Turnitin. Students It is the student’s responsibility to know where the assignments are posted and where work is accepted.

Class Turnitin page:

Class ID: 22078225
Enrollment key: SRTIntro

Examinations:
This course includes one midterm and one final exam, which will cover the terminology, concepts, history, and technical aspects of the semester. Details will be provided in class.

Quizzes:
Several quizzes will take place in class, which will allow students to demonstrate their comprehension of the material as the semester progresses, and will also prepare them for larger examinations and projects.

Homework:
Students will complete several short assignments, which will supplement the material and activities that take place in class. Guidelines will be provided throughout the semester.

Recording Projects:
Students will apply the skills and concepts from this class to complete two recording projects - one small recording assignment and one large - which will demonstrate a practical working
knowledge of the material. The first recording session focuses on establishing a basic level of proficiency with audio technology. The final recording project is much bigger in scope and should demonstrate proficiency with as many skills possible. Guidelines will be distributed later in the semester.

Research Paper:
Students will submit an academic research paper on an approved topic of their choice as it directly pertains to the material covered this semester. The paper should demonstrate as much comprehension as possible by including several relevant elements such as technical specifications, terminology, applications, history, and culture. Guidelines will be distributed later in the semester.

Experience Project:
Students will observe or assist with (pending instructor approval) an outside event which directly pertains to this course. This may be in the form of observing other music department recording session or events off campus. Students will then submit a 200-300 word summary of the event, focusing on the technical aspects that pertain to course material. Students should keep anything to do with microphones to a bare minimum and focus on other things such as the signal chain, stage setup, etc. Opportunities will be announced in class, but students are welcome to submit proposals to the instructor, but must do so in advance to ensure the quality of the educational experience.

Due dates and late submissions:
Unless otherwise stated in class or in writing, all assignments are due by 11:59 pm on the day that they are due.

Shorter homework assignments may be accepted late at the instructor’s discretion with a penalty of 10 points per 24 hour period. Without clear justification, major assignments may not be accepted late; documentation may be required. Presentations and assignments due during Finals Week cannot be made-up or accepted late.

Make-up quizzes and exams:
Generally, in-class quizzes and exams cannot be made up. Every student must make every effort to attend all exams. If a significant conflict completely prohibits a student from attending, that student must make every effort to notify the instructor with as much notice as possible. At the instructor’s discretion, make-ups may be issued in very special circumstances.
Attendance and Participation Policy:
All students at SFA are expected to meet a high standard to reflect the university’s motto, “Striving For Personal Excellence In Everything That We Do.” Therefore, in addition to excellence outside of the classroom with a student’s studies, assignments, and activities, students are expected to excel as students during each class session; this extends to both attendance and participation.

All students must be in their seats ready to learn before the start of each class session. Late students are a disruption to the learning environment of the classroom and lack of attendance will obviously prevent a student from achieving a high level of success in their classes. Furthermore, being in attendance and on time is not sufficient if a student is not participating. Any student who is on their electronic devices, fails to participate in activities, leaves class frequently, or anything else that inhibits their learning or the learning of others will be at least be marked absent for the day at the instructor’s discretion.

If a student is experiencing hardship, they are encouraged to see the instructor for guidance. If significant absences are due to illness, injury, family emergencies, etc. documentation may be waived at the discretion of the instructor; documentation may be required.

Attendance is taken at the very beginning of class, which means that tardies without just cause - as determined by the instructor - may be counted as absences.

Students may have two unexcused absences or tardies with no effect on their grade; the next two lowers their final grade by 10 points (e.g. a 90 would become an 80) each. Students who have five unexcused absences fail the course per University policy.

Lab Time:
Hands on experience and practice are crucial to your learning and development in music technology and the recording arts. The SRT area has dedicated lab and studio facilities equipped with professional and industry standard technologies that you will very likely not have access to at home. To further your learning and growth, you must continually practice, experiment, and work with these special technologies. In support of this: all SRT majors enrolled in MUT 210-360 are required to attend lab hours for at least two hours per week. Lab hours will be logged and tracked for each student. A lab schedule will be posted on the SRT lab door by the second week of classes. Lab time requirements do not take effect until the 3rd week of the semester.

Should you fail to meet the required lab times more than twice, aka two weeks, each following lab miss will result in you receiving an unexcused absence in your 3-credit hour SRT course. You will always have assignments, projects, and needed practice with the various technologies in our facilities. Naturally, should you have a situation arise that will prevent you from participating in lab times and activities, please contact your instructor.
Time requirement:
Per SFA policy, you are expected to spend at least 6 hours per week, outside of class time, practicing and working on assignments for this course. There will be weeks throughout the semester in which you will need to put slightly more time into your projects for this course. As SRT coursework in the SOM are a hybrid of artistic and technological studies, you will not only be working on projects and assignments but also regularly practicing. You are expected to practice at least 30 minutes every day in addition to the time you devote to course work.

Tentative Course Calendar:

Week 1: Syllabus. Introduction to Audio Technology. Discussion

Week 2: Fundamentals of Sound

Week 3: Fundamentals of Sound. Special topics in sound activity

Week 4: Acoustics. Special topics in sound activity
   Quiz. Assignment: Cymatics

Week 5: Hearing and Cognition. Special topic in sound activity
   Due: Cymatics
   Assignment: Cognition

Week 6: Audio hardware basics. Analog audio equipment
   Due: Cognition
   Assignment: Cables
   Due: Cables

Week 7: Signal flow. Study group
   Midterm Exam
   Assignment: First Recording Project

Week 8: Research paper assignment. First audio-related devices
   Assignment: Research paper

Week 9: Analog history
   Due: First Recording Project
   Assignment: Electronic Music Pioneers

Week 10: Digital. MIDI.
   Quiz
   Due: Electronic Music Pioneers
Week 11: DAWs
Assignment: MIDI and Audio DAW projects

Week 12: Basic mixing. Lab workshop.
MIDI and Audio DAW projects due

Week 13: Recording computers. Post-production
Assignment: Recording computers
Due: Recording computers

Week 14: Wrapping up. Lab workshop
Due: Research Paper

Week 15: Final project presentations

Finals Week: Written Final Exam
Due: Experience Projects
Final Exam times:
Section 1: Wednesday, December 11th 1:30 – 4:00 pm
Section 2: Friday, December 13th 8:00 – 10:30 am

All dates, activities, topics, and assignments subject to change with fair notice.

Classroom Policies:
Our field of study, Sound Recording Technology, is a special field of study and we are fortunate to have such a program here at SFASU. We get to work and learn with specialized, and sometimes very, fragile and expensive equipment. Thus, the SRT program and associated classes have some specialized classroom rules that you may not be accustomed to in other university classes.

1. Wash your hands before entering class. In addition to helping to not spread germs and illness, we will be working on shared computer systems, mixers, and other equipment. Much of the equipment is hard to thoroughly clean and oil build up from your hands can also degrade the equipment. Washing your hands before class is a win-win for everyone and the university’s equipment.

2. Good Hygiene: Unlike a large format lecture class, where your professor is far away from you and only a few students may be in close proximity to you, we will all be working close together. At times, you and I will be side by side learning about materials, components, tools, and techniques used in SRT. For your health and the sake of your colleagues and I, please practice good hygiene.

3. Respect: You should know how to appropriately conduct yourself as a respectful and thoughtful adult. With that being said, demonstrating disrespect toward your colleagues, your instructor, equipment, or this institution will not be tolerated.
   a. Special note: if you ever have hopes of working in the music industry, you will need
to know how to get alone with all sorts of people(s).
4. No texting in class.
5. Respect the equipment: you will be fortunate enough to work with some really special and expensive equipment. Please handle this equipment with the utmost care. Never drop a microphone. Always be aware of yourself, surroundings, and others while handling the recording equipment.

SRT Lab Policies:
1. Only SRT students are allowed in the lab. School of music students are welcome if permission has been given by the director of the SRT program. Non-school of music students are never allowed in the lab without special permission, arrangement, or the presence of an SRT faculty member.
2. Adhere to your schedule times. Show up on time and leave on time. Our space is limited and we must be courteous to one another. Additionally, this is great practice for the real world or sharing studio and artistic spaces.
3. Never load or install programs on the SRT workstations...EVER.
4. Always bring your own headphones to the lab. You will do most of your lab work on headphones however, if no one else is in the lab, you are welcome to use the loudspeakers.
5. Back up your work on your personal thumb drive. Never expect your session to live on the SRT lab machines.
6. Safety! Never touch exposed wires! Some of our equipment is high powered and if it becomes damaged and unnoticed, exposed wires can pose a hazard to you and others. Report any exposed power wires to your instructor immediately. Do not attempt to deal with it yourself.
Safety! Your hearing is extremely important. Do not listen to music or recordings at high levels for extended periods of time.

Recital Attendance:
Frequently throughout the year, students, faculty members and guest artists are presented in recitals by the School of Music and College of Fine Arts. These recitals are open to the public. Because performance and listening experiences constitute an area of major importance in the study of music, all music majors are required to enroll in MUP 100.001 for seven semesters with a minimum of 10 recitals and all convocations attended each semester. Music minors are required to enroll for two semesters in MUP 100.003 with a minimum of 10 recitals and all convocations attended each semester.

Course Evaluations:
Near the conclusion of each semester, students electronically evaluate courses they have taken. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Therefore, your response is critical.
Your participation in the evaluations of this course are very important and helpful to this class,
program, and the university. Near the conclusion of each semester, students in the College of Fine Arts electronically evaluate courses taken with the college. The evaluation is used for a variety of important purposes including:

1. Course and program improvement, planning and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the College of Fine Arts is committed to excellence in teaching and continued improvement. Therefore, your participation is crucial.

The course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all rating and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

Student Ethics and Other Policy Information: see http://www.sfasu.edu/policies/

Class Attendance and Excused Absence:
Policy 6.7 Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Academic Accommodation for Students with Disabilities:
Policy 6.1 and 6.6 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, 936-468-3004 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/

Student Academic Dishonesty:
Policy 4.1 Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to: - using or attempting to use unauthorized materials on any class
assignment or exam; - falsifying or inventing of any information, including citations, on an assignment; - helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to: - submitting an assignment as one’s own work when it is at least partly the work of another person; - submitting a work that has been purchased or otherwise obtained from the Internet or another source; - incorporating the words or ideas of an author into one’s paper or presentation without giving the author credit. Penalties for Academic Dishonesty Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course, or expulsion from the university. Student Appeals A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades:
Policy 5.5 At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work 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, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct:
Policy 10.4 Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at http://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936- 468-2703.