MUT 220: Essentials of Audio Technology
Syllabus
Spring 2019

Instructor: Lambson
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     (preferred method of contact)
Office Phone: x4534
Office Hours: TBD and by appointment

Section 1: T/Th 12:30 - 1:45 pm
Section 2: T/Th 2:00 - 3:30 pm
Credits: 3
Class Location: Griffith 310

Course Description:

Prerequisite: MUT 210 Intro to Audio Tech
Corequisite: MUT 305 Advanced Microphone Techniques

Expanding upon the concepts and knowledge gained in MUT 210, this course further delves into the applications, operations, and practices involved the recording, mixing, and production of music. Students will engage in studio equipment operations, care, recording, mixing, editing, and intermediate Digital Audio Workstation operations while further expanding their knowledge and understanding of terminology, techniques, and processes involved in the recording arts.

Learning Outcomes:

1. Students will be able to understand and articulate music technology related terminology and concepts.
2. Students will know the basics of editing and mixing techniques.
3. Students will further expand their knowledge of DAW and computer system operations.
4. Students will complete an academic research project that demonstrates their understanding of the course subject matter.
5. Students will learn dynamic control equipment and implementations.
6. Students will learn studio equipment operations and care.
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 8th or 9th Edition
Headphones with ⅛ and ¼ connections
Portable data storage device with ample storage
Digital Audio Workstation – ProTools, Logic Pro, or Ableton Live

Course Requirements:

1. **Recording Projects:** Students will complete two shorter creative recording projects, which may be presented in class.

2. **Homework:** Assignments will vary in scope and by type. In addition to short listening and reading assignments, students will complete several technical audio projects such as mixing and editing.

3. **Experience Project:** At the discretion of the instructor, students will participate in an activity outside of class this semester that is directly relevant to the material covered in this course and then submit a short summary of the event.

4. **Mid-Term Written Exam:** Students will be tested on terminology and concepts covered in class and in the text.

5. **Final Written Exam:** This exam is similar to the Mid-Term in format. This exam is cumulative.

6. **Final Project:** A large creative project demonstrating as many skills acquired from the course as possible, which will be presented in class.

7. **Participation:** Your attendance and participation are crucial to achieving success in this course. Many of the course topics involve hands-on experience which can only happen if you are here. Attendance will be taken at the beginning of each class.

8. **Lab-Time:** All SRT majors enrolled in MUT 210-360 are required to log a minimum of 2 hours of lab-time each week beginning on the third week of the semester.

9. **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.

10. **MS Teams:** Students must regularly check MS Teams for important class announcements.

11. **Turnitin:** Students must create an account on the Turnitin website and add this class, where students will submit several written assignments. Information below.
Grade Weighting:

27.5% Homework and quizzes
   Band mix: 5%
   Drum mix: 5%
   MIDI project: 5%
   Guitar edit: 2.5%
   Piano edit: 2.5%
   Miscellaneous: 7.5%

5% Experience Project
7.5% First Recording Project
7.5% Second Recording Project
12.5% Research Paper
10% Written Mid-Term Exam
15% Written Final Exam
15% Final Recording Project

Grading Scale:

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 59 & Below

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:

Essentials of Music Technology Class ID: 20201752
Enrollment key: Essentials
Tentative Course Calendar:

Week 1
  Class Introduction, Policies, Syllabus, and semester overview.
  Review and stereo theory
  Assignment: Stereo

Week 2
  Tape, electronic music
  Pro Tools editing
  Due: Stereo
  Assignments: Listening. Stereo recording

Week 3
  Editing continued. Gain staging.
  Due: Listening
  Assignment: Guitar edit

Week 4
  Sampling. Audiosuite
  Playlists. Groups.
  Due: Guitar Edit
  Assignment: Piano edit

Week 5
  Various more advanced engineering topics.
  Monitoring. SRT Studio.
  Due: Piano Edit
  Assignments: Midterm Recording Project. Monitoring.

Week 6
  Mixing Basics
  Plugins. Compression and EQ.
  Due: Stereo Recording. Monitoring.
  Assignment: First mixing project

Week 7
  Midterm Presentations
  Due: Midterm project

Week 8
  Bussing, auxes, master faders. Modeling and re-amping
  * Midterm Written Exam *
  Assignment: Band Mix

--------------SPRING BREAK--------------
Week 9
Outboard gear
Reverb and Delay
Due: Drum Mix
Assignment: Gear

Week 10
MIDI sequencing and editing
Due: Gear
Assignment: MIDI project

Week 11
Project Workshop
Due: Band Mix

Week 12
Cymatics
Due: MIDI Track
Assignment: Cymatics

Week 13
Multi-tracking
Due: Research Paper

Week 14
Project Workshop
Due: Cymatics

Week 15
Final Project Presentations
Due: Final Projects

Week 16 – Finals Week
* Written Final Exam *:
Section 1: Thursday, May 16th at 10:30 am
Section 2: Tuesday, May 14th at 1:00 pm
Due: Experience Project

* All subject to change per the discretion of the instructor.
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 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 sleeps in class, 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 may be marked absent for the day, or more, 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.

You are allotted 2 unexcused absences. Upon receiving a third unexcused absence your grade will be reduced by 10 points. Upon receiving a fourth unexcused absence, your grade will be reduced by another 10 points. Please note that university policy states that upon your fifth absence, you will automatically receive an “F” grade for the course.

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.
**Personal Electronic Devices:**

Cellphones, tablets, and personal electronic communication devices are to be turned off or set to silent while in class. You are here because you wish to pursue studies and/or a career in Sound Recording Technology, the Music Industry, etc. A ringing cellphone can ruin a recording session, distract an artist, interrupt a meeting or disrupt a learning environment. You must learn to be aware of the audible status of your devices. Should you be an individual who continually disrupts class because your device(s) beep, ringing, or otherwise distract this learning environment, you will lose participation points and if the offenses continue, you will be asked to leave the class and will have to meet with the director of the SRT program before being allowed back into class.

**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.

**Email and Correspondence:**

Students are encouraged to contact the instructor with questions, etc. as needed. For quick questions, students may use MS Teams. For more lengthy or detailed messages, please email me. If you have a sensitive matter to discuss with me, please make arrangements to meet with me in person. Although I will make every effort to answer your emails as soon as possible, you should never expect an immediate response to your email. If you ever have an emergency, sensitive topic that needs immediate attention, or a time sensitive matter to be address, call my or the school of music office.

**Obtaining Help:**

If you ever have questions regarding course content, assignments, test, etc., or feel that you require some additional help, please contact me immediately. Please make note of my office hours. If for some reason you are unable to attend my office hours, see me before or after class, or send me an email, to schedule an appointment. My line of communication is always open to you and I urge you to communicate any issues you may be having that may hinder your progress in this class, program, or university.
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.

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.
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.

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.
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.

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.

Definition of Academic Dishonesty:

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; and/or;
- 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; and/or,
- 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, re-submission 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).

**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 [https://www.sfasu.edu/judicial/earlyalert.asp](https://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.