

**MUSI 3394**  
**Class Number 22012**  
**T Th 2:00-3:20**  
**FA 404**

**DIGITAL MUSIC**  
**TECHNOLOGY**  
**Spring 2012 Syllabus**

**Professor Micah Hayes**  
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**Prerequisite:** Students should already possess a solid understanding of computer usage and file management. If extra help is needed OIT has some very helpful services, particularly introductory training on Mac OSX (<http://www.uta.edu/oit/cs/training/index.php>).

**Description:** This course is intended to train students in skills that every working musician should have in the 21st century. The class is an introduction to the use of computer software and hardware in music, and is required of most music majors. Students will be trained in digital music notation, MIDI sequencing, digital audio editing, and basic audio recording using Finale 2011, Reason 4.0, and Pro Tools LE 8.

**Office Hours:** Tuesdays from 2pm-3pm and Thursdays from 11am-12pm. I am also available at other times by appointment (contact me via email).

**Attendance:** Attendance will be taken regularly throughout the semester. Any more than four unexcused absences will bring down your grade by 5%. For example, five absences will cause a 94% to become an 89%, six will cause a 94% to become an 84%, etc. Also, being tardy twice equals one absence. In order for an absence to be excused, the instructor must receive some sort of signed document in writing—e.g. a doctor's note excusing an illness, a letter from a pastor/priest/rabbi or family member excusing absence due to a death in the family, etc. Coming to class unprepared (e.g. without headphones) will be regarded as an absence. If you would like to leave class early, you must discuss this with me ahead of time in order for the absence to be excused.

**Required Materials:** You will read portions of *Introduction to Sound Recording* by Geoff Martin, which is an online book (<http://www.tonmeister.ca/main/textbook/index.html>). You are also required to bring **your own pair of headphones** to class each day—any headphones with an 1/8" stereo jack are acceptable (this includes most headphones such as iPod earbuds, etc.). If you do not have a pair, you can purchase a pair at the UTA bookstore for a few dollars. You must also have **an 1/8"-female to 1/4"-male adaptor**—this will allow you to use your headphones with the Pro Tools units. Finally, you will be required to bring **a 4-gig flash drive** (minimum), which you will use to store your files throughout the semester—the UTA bookstore carries these drives for a decent price.

**Assignments:** Quizzes based on reading and lecture material will be given randomly throughout the semester, always at the beginning of class time. Students will also be given regular computer-related assignments that will require the use of FA 404. This lab is available whenever the Fine Arts building is open (and no other classes are in session). The final assignment will be a culmination of various computer-related assignments given throughout the semester.

**Grading:** Final assignment

30%

Computer assignments	60%
Quizzes (administered randomly)	05%
Class Participation	05%

Grading Scale: A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: 0-59%.

**Makeup Policy:** Late assignments *are not* accepted. If you have extenuating circumstances you must talk to me before the due date and I must approve of a change *in writing*. You will not be allowed to makeup a missed exam unless you arrange an alternative solution *in writing* with me before the exam.

**Student Learning Outcomes:** After successfully completing this course, students will:

- Be able to do basic computer notation, MIDI sequencing, audio editing, and multitrack recording with the relevant music software
- Have a basic understanding of digital theory in music

**Communication:** I will communicate important information with you via email using the email address you have set up in the MyMav system. You will be held responsible for the information sent there, so ensure you check this email address DAILY. If you need assistance with MyMav, you may contact the Office of Information Technology (<http://oit.uta.edu>).

AMERICANS WITH DISABILITIES ACT: The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 93112 -- The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans With Disabilities Act - (ADA), pursuant to section 504 of The Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens. As a faculty member, I am required by law to provide "**reasonable accommodation**" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with **informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels.**

ACADEMIC INTEGRITY: At UT Arlington, academic dishonesty is completely unacceptable and will not be tolerated in any form, including (but not limited to) "cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (UT System Regents' Rule 50101, §2.2). Suspected violations of academic integrity standards will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in suspension or expulsion from the University.

STUDENT SUPPORT SERVICES AVAILABLE: The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

DROP POLICY: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially

withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/ses/fao>).

**STUDENT FEEDBACK SURVEY:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.

**FINAL REVIEW WEEK:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.