

**MUSI 3394-001**  
**Class Number 83067**  
**W 6pm – 8:45pm**  
**FA 404**

**DIGITAL MUSIC**  
**TECHNOLOGY**  
**Fall 2013 Syllabus**

**Professor Micah Hayes**  
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**Faculty Profile:** [www.micahhayes.com/facultyprofile](http://www.micahhayes.com/facultyprofile)

**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 you in technological 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:** Mondays from 12pm-1pm and Thursdays from 1pm-1:45pm. 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 two unexcused absences will bring down your grade by 5%. For example, three absences will cause a 94% to become an 89%, four 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 must leave class early, please let me know in advance so I do not mark you absent.

**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 8-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.

<b>Grading:</b>	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%.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

**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

**Out-of-Class Expectations:** Beyond the time required to attend each class meeting, students enrolled in this course are expected to spend between 3-9 hours per week of their own time in course-related activities.

**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>).

**Approximate Course Schedule:** As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

Section One: Finale 2011 – Digital Music Notation  
Weeks 1 - 4

Section Two: Reason 4.0 – MIDI Sequencing  
Weeks 5 - 8

Section Three: Pro Tools LE 8 – Two-Track Editing  
Weeks 9 - 12

Section Four: Pro Tools 8 LE – Recording and Mixing  
Weeks 13-15

## Final Exam: Presentation of Final Projects on Final Exam Date

**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. All students enrolled in this course are expected to adhere to the UT Arlington Honor Code: *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.* Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's 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 shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**ELECTRONIC COMMUNICATION:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox DAILY. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**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.

**EMERGENCY EXIT PROCEDURES:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located near FA 302. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.