MUSI 3394-001 Class Number 82514 TTh 2pm – 3:50pm FA 404	**DIGITAL MUSIC** **TECHNOLOGY** **Fall 2015 Syllabus**	Professor Micah Hayes Office: FA 306 micah.hayes@uta.edu

Faculty Profile: 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 2013, Reason 4.0, and Pro Tools 11.

Office Hours: Thursdays from 1:00pm-1:45pm. I am available at other times by appointment (contact me via email). I will be either in FA 306 or 301—please check both.

Attendance: Attendance will be taken regularly throughout the semester. At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have established the following attendance policy:

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 must leave class early, please let me know in advance so I do not mark you absent.

Required Materials: You will be required to subscribe to an account at **Lynda.com**. This is a video tutorial training site that will help supplement the material we cover in class. Students are **required** to subscribe the first week of class and will be monitored by me throughout the semester. The approximate cost (after student discount) is about $40.

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) and is FREE to access. 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, lecture and video material will be given randomly throughout the semester, always at the beginning of class. Students will also be given regular computer-related assignments that will require the use of FA 404. This lab is available at the designated times listed on the UTA website (you can also ask the staff person in FA 412 about the exact schedule). Some of the computers in FA 302 and FA 412 also have the requisite software. The final assignment will be a culmination of various computer-related assignments given throughout the semester.

Grading:

Final assignment	30%
Computer assignments	55%
Finale (18%)	
Reason (18%)	
Pro Tools Editing (19%)	
Lynda.com assignments	05%
Quizzes and other assignments	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 2013 – Digital Music Notation -- Weeks 1 - 4
1) Finale tutorials
2) Final tutorials
3) Short transcription assignment; begin final Finale project
4) Continue final Finale project

Section Two: Reason 4.0 – MIDI Sequencing -- Weeks 5 - 8
5) Begin MIDI sequencing in Reason; Begin composition project
6) Continue composition project
7) Continue composition project; Begin final Reason project
8) Continue final Reason project

Section Three: Pro Tools 11 – Two-Track Editing -- Weeks 9 - 12
9) Intro to Pro Tools; Begin pop editing assignment
10) Continue editing project
11) Continue project; Begin classical editing project
12) Continue classical editing project

Section Four: Pro Tools 11 – Recording and Mixing -- Weeks 13-15
13) Intro to recording and mixing in Pro Tools
14) Begin final Pro Tools project
15) Continue final Pro Tools project
Final Exam: Presentation of Final Projects on final exam date

DISABILITIES ACCOMMODATIONS: 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.** Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

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://wweb.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.

TITLE IX: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

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.

EMERGENCY PHONE NUMBERS: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number: 817-272-3381.