

MUSI 4326-001  
Class Number 21206  
W 6:00 pm — 8:50 pm  
FA 301

**RECORDING  
TECHNIQUES III**  
Spring 2017 Syllabus

Professor Micah Hayes  
Office: FA 306  
micah.hayes@uta.edu

**Prerequisites:** MUSI 3394, MUSI 4390, and MUSI 4325. Must be a junior or senior and receive permission from instructor.

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

**Description:** This advanced course is designed to allow recording students to explore and refine their audio recording skills in an independent manner, as well as give as much hands-on studio recording experience possible. Much of the class will be in a workshop style where students present their finished or unfinished work for the class, who will in turn give constructive feedback and guidance. Other topics, such as live sound and in-class recording, may be included.

**Office Hours:** Office hours are available by appointment (contact me via email).

**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 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. Leaving class early counts as a tardy.

**Required Materials:** *Modern Recording Techniques* by Huber, David Miles and Runstein, Robert (0240821572), Eighth Edition (Paperback - 2013). Students will also be given copies of Geoff Martin's pdf/on-line book *Introduction to Sound Recording* (2011 edition); (<http://www.tonmeister.ca/main/textbook/index.html>). *Mixing Engineer's Handbook* by Owsinski, Bobby (978-1285420875)—required.

You will also 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 the student discount) is about \$36.

**Assignments:** Audio projects will be assigned throughout the semester and will culminate in one major final recording assignment due towards the end of the semester that will be completed

individually. Other minor audio assignments will also be given (e.g. sampling, compression, etc.).

Students will also be assigned to *Recording Ensembles* that will record, mix, and master each other's performances in class throughout the semester.

<b>Grading:</b>	Final Project (3 songs)	50%
	Recording Ensemble	15%
	Lynda Videos	05%
	Assistant Engineer from RT I	10%
	Other audio projects	15%
	Professionalism	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:

- Have spent significant time making recordings in Studio 301
- Have a better understanding of which direction you want your career to go after college
- Articulate and analyze the quality of both professional and student recordings
- Understand and discuss current trends, research, and debates in the world of audio production

**Drop Policy:** Refer to the UT Arlington drop policy for drop deadlines and further information.

**Studio Security:** It is EXTREMELY important that recording students use proper alarm protocol. After entering the room by swiping your ID and entering your pin, *immediately* punch in the alarm code—any sort of beeping should cease at that point. When exiting, please *punch in the same code and make sure the door is locked*. If something goes wrong and you cannot cancel the alarm, please call the campus police department at (817) 272-3381. Recordings students should not access the room until I put them on the authorized list (I will let you know when that occurs).

Students are 100% financially responsible for the care and maintenance of the checked-out equipment. Your maturity and good conduct will keep this program alive. If something goes wrong and you set off the alarm, please call the campus police department at (817) 272-3381.

Please leave the studio cleaner than you found it and please leave the room set up and lecture-ready (screen down, room open, piano pushed to the side, etc.)

**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>).

**Important Links:**

[www.aes.org](http://www.aes.org) – Audio Engineering Society homepage

[www.aes-sda.org/cms](http://www.aes-sda.org/cms) – Student Delegation Assembly site for the AES

[www.gearsutz.com](http://www.gearsutz.com) – An online forum with all sorts of great information on all kinds of gear

[www.tonmeister.ca](http://www.tonmeister.ca) – The website of Geoff Martin with his book *Introduction to Sound Recording*.

**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.

Week 1: Rec Tech II final project masterclass / Assign Recording Ensemble Project

Week 2: Rec Tech II Masterclass /Assign Final Project

Week 3: Make Drum Samples in Class / Mix Samples with Existing Mixes

Week 4: Recording Ensemble Rehearsal?

Week 5: RE I

Week 6: Listening

Week 7: RE II

Week 8: Noise Reduction and Time Code

Week 9: Early Mix Due / RE III

Week 10: Workshop Student Mixes / Focus on Compression

Week 11: RE IV

Week 12: Rough Mixes (2 songs) Due

Week 13: RE V

Week 14: Final Mixes Due / Listen to Student Projects

Week 15: Listen to Student Projects

Week 16: Final Exam Week - Nothing?

**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](http://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://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.

**IDEAS CENTER:** The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**TITLE IX POLICY:** The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).

**CAMPUS CARRY:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**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 di will make arrangements to assist handicapped individuals.