



Note: This syllabus is not a binding legal contract. The instructor may modify it at any time when the student is given reasonable notice of the modification, particularly when the modification rectifies an error that would disadvantage the student.

The University of Utah School of Music

Introduction to Music Technology — MUSC 1340

Spring Semester 2020

3 Credit Hours

Mondays/Wednesdays/Fridays

Section 001 meets in DGH 100, 8:35 am — 9:25 am

Professor: Benny Bidwell

Contact: benny.bidwell@utah.edu

Office Hours: Mondays and Wednesdays, 11:45 am — 1:30 pm, DGH 302 (or hunt around DGH 100) or set an appointment to meet with me in person (variable times & locations)

Course Description:

This course is intended to give students the basic technological fluency needed to work with music and sound design in various settings, including multi-media and music industry applications. There will be a survey of the hardware of music production/recording (microphones, cables, mixing boards, amplifiers, speakers, etc.) and their proper usage, fundamental computer operation (OS X, servers, file sharing, file types, scripting, macros, code and markup language, etc.) ,and the software and computer coding related to music, such as MIDI, notation (MuseScore, Finale, Sibelius), audio recording and editing (AmadeusPro), video editing and syncing, digital audio workstations (Garage Band, Logic Pro, Ableton Live), web content and streaming (HTML, sound and video file embedding), music-related desktop publishing (Word), and various other areas of interest as time in the semester permits (such as synthesis [SuperCollider, Max], tuning, fractal composition, etc.). While this course is open to students of all disciplines, basic musical/audio concepts (theory, terminology, acoustic physics, and relevant music topics) and basic computer programming concepts will be covered to supplement learning the software and aid with the knowledge of the lingo used in the music and media industries.

Prerequisites:

Instructor Consent (if you have questions, talk to me). Also, a fee of \$25.00 is automatically included in the tuition for this course, which covers the computer lab and studio equipment.

Course Objectives (based on ATMI/CMS suggested competencies):

Upon successful completion of this course, students will show an understanding of or be able to:

- Manage a computer lab and apply power user skills in OS X
- Record audio from web sources, personal devices, computers, microphones, and digital interfaces
- Edit digital audio, define markers, optimize, trim, add fades and master for CD production
- The nature of sound, music, and how both are measured
- Media types: AIF, MIDI, AAC, MP3, PDF, XML, JPG, PNG
- Enter and edit music in notation software and transcription software and generate music examples (figured bass, analysis) to be copied to MS Word for exams and publication
- Apply music related writing skills in MS Word, e-publications, web sites
- Copyright laws, fair use guidelines, home recording act
- Record and edit video, sync audio with video, stream audio and video, create a DVD
- Create lectures using presentation software
- Create and publish a podcast of the computer screen or classroom lecture
- Create Apple Scripts, work flows and macros for efficient OS X management
- Basics of synthesis and MIDI instruments
- Basics of multi-track recording and mixing

Required and Suggested Materials:

No physical materials required. Computers in the classroom are provided, and are accessible for out-of-class work during the McKay Music Library's operating hours. Whether working from these stations or remotely from your personal computer, you must have access to the College of Fine Arts Server (CFA Server: <https://csis.finearts.utah.edu/students/studentAccess.php>) and to the software necessary to complete the assignments, with strong preference given to Macintosh and the OSX operating system. All materials are accessible (with additional materials to be posted as the semester progresses) in the class folder on the CFA Server. The main text (available in the class folder on the server) will be *Computer Music with Examples in SuperCollider (3.8.x) and Logic Pro (X)*, by Dr. David Michael Cottle (Associate Professor here at the U of U). Suggested materials include a thumb drive (USB flash drive or SSD drive).

Grading:

The grading scale:

93%-100% = A 90%-92.99% = A-
87%-89.99% = B+ 83%-86.99% = B 80%-82.99% = B-
77%-79.99% = C+ 73%-76.99% = C 70%-72.99% = C-
67%-69.99% = D+ 63%-66.99% = D 60%-62.99% = D-
Below 60% = E

Incompletes (I) are given under exceptional circumstances only and according to University policies. Incompletes are only given to students who have already completed 80% of the coursework, but cannot continue due to exceptional circumstances. Incompletes will not be given to students who were unprepared, behind in work, or did poorly on an exam.

Weighted components of final grade with detailed descriptions:

- **Two Exams** make up the bulk of your grade: one **midterm exam, worth 30%**, and one **final exam, worth 40%**. The tests will consist of a mix of multiple choice, essay, short answer, and analysis questions. Each is scaled by a variable amount of points, with extra credit points sometimes available. These are done **in class**, online working at the computer work stations in the lab. **NO make-up exams will be offered unless PREVIOUSLY ARRANGED** with the instructor (these should be strenuous circumstances under which you cannot attend class on the day of the exam).

- **Assignments** are worth **30%** of your grade. Roughly 1-2 assignments are given per week, and generally will be due about a week out from the time it is assigned. However, some assignments may be given more time for completion depending on how involved they are. New assignments with their due dates will be regularly added to the "MUSC 1340 Assignments" document in the Assignment Details folder, so be sure to check it regularly (like every time there's a class). The purpose of these assignments is to demonstrate that you have successfully mastered specific tasks/skills in the computer music platforms we will be using.

N.B.: Assignments that are submitted on or before the due date are evaluated on a "pass/redo" basis, with a "redo" opportunity for those that need reworking, and which can still "pass" when all requirements are met (even with multiple "redos"). If an assignment is submitted AFTER the due date (including a "redo" resubmission), it is evaluated on a "pass/fail" basis: it can still "pass" if all the requirements are met, but if the assignment is evaluated as unsatisfactory, it will be given a "fail" grade with no further opportunities to "redo." **Assignments can be handed in up until the day of the final exam, after which the Dropbox folder will be locked and no further assignments will be accepted** (unless there are strenuous circumstances and arrangements are made with the instructor with notice).

Assignment working and submission procedures:

You each have server space that will be designated to you so that you can save and continue your work from any computer. However, opening files and working on them directly in the server is discouraged...trying to edit using data-intensive software over the internet can cause big problems (even worse than lag). Your server space is for saving your progress only. So, in order to work on your assignments, you should first copy your saved files to the desktop of your computer, and then work from there. Then, before you sign off and leave, make sure to upload your **saved** files back to the server (write over the old files), then place the lingering copies of files on the desktop in the trash and empty it. This allows you to work from different public computers (you won't have to sit in the same seat each time) and keeps your work private and secure. Get in the habit of making this your work procedure.

All assignments are submitted by naming the required file with the appropriate naming convention: Lastname_Firstname_Assignmentnumber_Assignmentname.fileextension (for example, if I were to turn in the first assignment which is supposed to be a text file called "about me," I would name the file: benny_bidwell_01_aboutme.txt). Files are submitted in the "Dropbox" folder in the course folder (unless otherwise directed). If an assignment involves assets (multiple files to be accessed by the assignment file), you should submit the complete folder containing both the file and its assets to the Dropbox folder, and name the folder Lastname_Firstname_Assignmentnumber_Assignmentname (the files inside can be named whatever you want, as long as the folder is named correctly).

Please alert the instructor right away if you have any technical troubles with your submissions. (Flexibility with submission format [including just "showing" me your work] can be arranged with the instructor if all else fails [very last resort in really bad technical situations].)

Important Dates:

Last day to add classes without a permission code: Friday, January 10

Last day to add with permission, drop (delete), elect CR/NC, or audit classes: Friday, January 17

Midterm Exam: Friday, February 21????

Last day to withdraw from classes: Friday, March 6

Class ends: Monday, April 20

Final Exam: Thursday, April 23 (8:00 am — 10:00 am)

Holidays:

Martin Luther King Jr. Day, Monday, January 20

Presidents' Day, Monday, February 17

Spring Break, Sunday — Sunday, March 8 — 15

Tentative Schedule (This may be modified at any time with the instructor's notice):

Week	Content
1	OS X, Finder, System Prefs, Disk Utilities, Backups and recovery, Scripts, Macros; microphones, mixers and interfaces, power supply, setting levels.
2	Servers, afp (ftp), vnc, shared folders, sites folder, sharing screens, files and video
3	Copyright, Fair Use guidelines, Home Recording Act
4	Collecting material using Quicktime, Garage Band, Screen shots, Soundflower, Web downloads, MIDI
5	MS Word, music fonts and accidentals, correct white space formatting, styles, images, tables, ePublishing, digital rights management
6	Introduction to HTML, open directory, web resources, publishing a page with audio and video

7	MuseScore/Sibelius/Finale; generating course materials, arrangements, assignments, importing MIDI files and XML
8	MuseScore/Sibelius/Finale; lead sheet, SATB, figured bass exercises, orchestration and parts
9	Digital audio formats, sample rate, bit depth, compression,
10	Spring Break
11	Quality audio, editing, normalization, compression, comping, mastering
12	Continued audio editing techniques, video editing, synching audio with video, podcasting live video, podcasting computer screens, streaming to YouTube
13	Scripts and macros, the nature of sound and music
14	Mixing multiple tracks in Garage Band and Logic Pro
15	Review and practice
16	Review and final exam

University Policy Statements:

Faculty and Student Rights and Responsibilities:

All students are expected to maintain professional behavior in the classroom setting, according to the Student Code, spelled out in the Student Handbook. Students have specific rights in the classroom as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, and I will do so, beginning with verbal warnings and progressing to dismissal from class and a failing grade. Students have the right to appeal such action to the Student Behavior Committee.

Academic Code of Conduct/Classroom Equivalency:

The full Code of Student Rights and Responsibilities (Policy 6-400) is found at <https://regulations.utah.edu/academics/6-400.php>. Rules of classroom conduct also apply to online classroom platforms (Canvas). Discussion threads, e-mails, and chat rooms are all considered to be equivalent to classrooms, and student behavior within those environments shall conform to the Student Code. Specifically: 1) Posting photos or comments off-topic, 2) Disrespectful language and photos are never appropriate, 3) Using angry or abusive language is not acceptable, and 4) ALL CAPS (except for titles) and overuse of punctuation (excessive exclamation points, question marks, etc.) should be avoided. Infractions will be dealt with according to the Student Code, and unacceptable online postings may be removed by the instructor. Course e-mails, e-journals, and other online course communications are part of the classroom and, as such, are University property and subject to the Student Code. Privacy regarding these communications between correspondents must not be assumed and should be mutually agreed upon in advance, in writing.

Attendance Requirements:

(University Policy & Procedures, Policy 6-100, Section O)

1. The University expects regular attendance at all class meetings. Instructors must communicate any particular attendance requirements of the course to students in writing on or before the first class meeting. Students are responsible for acquainting themselves with and satisfying the entire range of academic objectives and requirements as defined by the instructor.
2. Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations. The University expects its departments and programs that take students away from class meetings to schedule such events in a way that will minimize hindrance of the student's orderly completion of course requirements. Such units must provide a written statement to the students describing the activity and stating as precisely as possible the dates of the required absence. The involved students must deliver this documentation to their instructors, before the absence.
3. Except in cases of sudden illness or emergency, students shall in advance of the absence arrange with the instructor to make up assignments.
4. Unexpected University facility closures due to weather, emergency or disaster may occur from time to time. Students may be required to complete coursework missed due to these or other class cancellations; however, instructors requiring mandatory make-up sessions may not penalize students if they are unable to attend due to time conflicts, etc.

Accommodations/Americans with Disabilities Act (ADA) Statement:

Any student who feels that he or she may need accommodations for any physical or learning disability should speak with the instructor after class, during office hours, or make an appointment as soon as possible. The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 801-581-5020. CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in alternative format with prior notification to the Center for Disability Services.

Some of the writings, lectures, films, or presentations in this course may include material that conflicts with the core beliefs of some students. Please review the syllabus carefully to see if the course is one that you are committed to taking. If you have a concern, please discuss it with your professor at your earliest convenience.

Diversity/Inclusivity Statement:

Students from all diverse backgrounds and perspectives should be well served by this course, students' learning needs should be addressed both in and out of class, and that the diversity that students bring to this class should be viewed as a resource, strength and benefit. It is the instructor's intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let the instructor know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please notify the instructor so that arrangements can be made for you.

Student Names and Personal Pronouns:

Class rosters are provided to the instructor with the student's legal name as well as "Preferred first name" (if previously entered by you in the Student Profile section of your CIS account, which managed can be managed at any time). While CIS refers to this as merely a preference, the instructor will honor you by referring to you with the name and pronoun that feels best for you in class or on assignments. Please advise the instructor of any name or pronoun changes to help establish a learning environment in which you, your name, and your pronoun are respected. If you need any assistance or support, please reach out to the LGBT Resource Center. https://lgbt.utah.edu/campus/faculty_resources.php

Addressing Sexual Misconduct:

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offence subject to the same kinds of accountability and the same kinds of support applied to offences against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-3865, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677 (COPS).

Learners of English as an Additional/Second Language:

If you are an English language learner, please be aware of several resources on campus that will support you with your language and writing development. These resources include: the Writing Center (<http://writingcenter.utah.edu/>); the Writing Program (<http://writing-program.utah.edu/>); and the English Language Institute (<http://continue.utah.edu/eli/>). Please let the instructor know if there is any additional support you would like to discuss for this class.

Campus Safety:

The University of Utah values the safety of all campus community members. To report suspicious activity, call campus police at 801-585-2677 (COPS). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu.

Wellness Statement:

Personal concerns such as stress, anxiety, relationship difficulties, cross-cultural differences, etc. can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources, contact the Center for Student Wellness: www.wellness.utah.edu; 801-581-7776.