# MRTS 3210 Audio Production

## Instructor Contact

**Name: Hannah Guerrero**

**Office Hours & Location: Graduate Office (by appointment only)**

**Email:** [**hannahguerrero@my.unt.edu**](mailto:hannahguerrero@my.unt.edu)

## Course Description

**This course provides students with a survey of audio production concepts and techniques using audio laboratory studio and location sound equipment. Areas covered include basic digital audio recording and editing, digital delivery techniques, audio equipment, radio programming and production, and audio for digital cinema.**

## Course Structure

This course is taught Face-to-Face with some online components. We will follow the course schedule unless unforeseen conditions or situations warrant a change. Modules will be opened in Canvas at specific times sequentially, and are designed to support the lab and the lecture.

## Course Prerequisites or Other Restrictions

MRTS or CBCM major status, MRTS 2210 and a 2.75 GPA.

## Course Objectives

This course fulfills the CLASS requirement for Communication and Digital Skills.  At the end of this course, students should be able to demonstrate effective communication using a digital technological platform. including:

* Demonstrate the ability to communicate a central idea effectively using appropriate organization/structure.
* Demonstrate the ability to develop content at an advanced level using a combination of effective supporting materials.

Additionally,by the end of this course, students will be able to:

* (CO1) Identify the theory, terms, practices and concepts of audio production
* (CO2) Demonstrate appropriate use of location recording equipment
* (CO3) Demonstrate appropriate use of studio recording and editing equipment
* (CO4) Produce quality audio
* (CO5) Identify important legal and ethical issues of audio production
* (CO6) Identify appropriate behavior and presentations of audio professionals

## Materials

* Text- Sauls, Samuel J. et. Al. *Audio Production Worktext*. Boston: Focal Press, 9th Edition. 2019
  + Note: You can also use the 8th Edition (I recommend renting this online to save money)
* Circum-aural headphones (more on this in class)
* External flash drive
* Location and Studio Audio Recording Equipment (provided)
* Audio Editing Software (provided)
* Microphones and Recording Media (provided)
* Computer capable of running Respondus Lockdown Browser Reliable internet (note Chromebook does not support the software)access
* Computer Speakers
* Circum-aural headphones
* Computer Microphone
* Computer Webcam
* Plug-ins
* Microsoft Office Suite
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

## Projects

**Thirty or Sixty Second Commercial**

Write, voice and produce an original audio commercial.

**Podcast**

Produce one original podcast utilizing voice, music and sound effects.

**Film Soundscape Creation**

Produce a stereo soundscape for a provided scene utilizing music, Foley and specially created sound effects. Utilize noise reduction software to clean up sound.

*Note: More details on all projects are provided in lab and on Canvas.*

*Late projects will not be accepted.*

Assessments and Weighting

Grades are based on point totals, not percentages. Ignore percentages listed in the gradebook on Canvas.

| ***Assignment*** | ***Points Possible*** | ***Percentage of Final Grade*** |
| --- | --- | --- |
| ***Quizzes/Discussions/Participation*** | *30 points* | *30%* |
| ***Commercial Project***   * *Individual Project* * *Peer Review* | *10 points*  *5 points* | *10%*  *5%* |
| ***Podcast Project***   * *Individual Project* * *Peer Review* | *10 points*  *5 points* | *10%*  *5 %* |
| ***Exams***   * *3@ 5 points ea.* | *15 points* | *15%* |
| ***Film Soundscape Project***  *Individual Project*   * *Peer Review* | *15 points*  *5 Points* | *15%*  *5%* |
| ***Proficiency Exam*** | 5 points | 5% |
| ***Total Points Possible*** | *100 points* | *100%* |

A = 90-100 points B = 80-89 points C = 70-79 points D = 65-69 points F = 64 and below

Please note that late work will not be accepted. There is one Respondus + Webcam quiz for extra credit, as well as extra credit for on-time attendance with no unexcused absences.

Attendance Policy

You are expected to attend each class and lab, on time for the entire session. If there is an issue that prevents you from coming to class or working in the course (such as an urgent medical situation, death in the family, active military service, etc.) please contact your professor with your documentation within two business days.

Perfect on-time attendance will be rewarded with extra credit! Conversely, you will be penalized for being late and for unexcused absences.

On-Time Attendance with no unexcused absences: 2 bonus points

Please note that you may be dropped without notice from the course with more than three unexcused absences.

### Assignment Policy

Assignment due dates are listed in the course schedule of the syllabus. All written assignments must by a Microsoft Word file unless otherwise stated. Audio projects must be submitted in the correct file type by the deadline. No late work will be accepted.

In the event of any unexpected UNT or Canvas server outage or other unusual technical difficulty on campus which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time. Issues created by a computer or internet outside of UNT’s control will not result in reopening the assignment or exam.

### Examination Policy

Exams and/or quizzes may be taken in person or online. You are expected to take these exams by yourself with no additional help, including from your text, notes or other apps. You are required to use Respondus and a webcam while you take the quizzes and exams outside of class. You should always be within camera frame during the exam. Failure to do so could result in a zero for the exam.

Make-up exams are only given with a verified excuse with documentation within two business days of your return.

Class ParticipationYou are expected to participate in lecture, lab, discussion, projects and any assignment designed to create participation opportunities.

Late WorkLate work will not be accepted without a verified absence within two business days of return to school.

## **Course Evaluation**

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

### Technical Assistance

UNT has a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk**: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (http://www.unt.edu/helpdesk/index.htm)

**Email**: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone**: 940-565-2324

**In Person**: Sage Hall, Room 130

**Walk-In Availability**: 8am-9pm

**Telephone Availability**:

* Sunday: noon-midnight
* Monday-Thursday: 8am-midnight
* Friday: 8am-8pm
* Saturday: 9am-5pm

**Laptop Checkout**: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

### Success in a Course

Check Canvas often and route announcements to your email that is checked most frequently. Install the Canvas app on your mobile device. Reminders, updates and other important information will be distributed via Canvas.

Don’t wait until the last minute to begin working on assignments, and don’t wait until the last minute to turn them in. Unless a computer issue is related to the UNT systems or Canvas, personal computer issues are not legitimate reasons to submit late work. Be proactive and start early on your assignments to avoid issues!

Instructor Responsibilities and FeedbackAs the instructor in this course, I am responsible for

* providing course materials that will assist and enhance your achievement of the stated course goals, guidance,
* providing timely and helpful feedback within the stated guidelines,
* assisting in maintaining a positive learning environment for everyone.

As a student in this course, you are responsible for

* reading, listening, viewing, and completing all requirements of the course in a timely manner,
* participating in lecture, labs and online elements
* working to remain attentive and engaged in the course and interact with your fellow students,
* assisting in maintaining a positive learning environment for everyone.

Syllabus Change PolicyThe syllabus will not change through this semester. However, the course schedule may be altered, with prior student notification.

## UNT Policies

### Academic Integrity Standards and Consequences

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

### Use of Artificial Intelligence Technology

**Limited Use**

Throughout the semester, we may use specific Generative AI (GenAI) tools for certain assignments, with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI-oriented workforce.

I use GenAI to enhance materials. I will always disclose how I use GenAI, and I expect the same from you.

In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates UNT academic integrity

### ADA Accommodations

ADA Accommodation Statement. UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Acceptable Student Behavior

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s [Code of Student Conduct (Links to an external site.)](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

### Class Recordings

This course will, at times, employ lecture capture technology to record sessions. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes.   Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

MRTS 3210 Audio Production

Fall 2025 Course Schedule

**August**

8/21 Module 1Review Syllabus

The Nature of Sound

8/24 Quiz Online Syllabus Quiz Due by 11:59pm

8/28 Module 2 Signal Processing and the Studio Environment

Video Meet Your Instructor/Introduce Yourself Video due by 11:59pm

**September**

9/4 Module 3 Digital Audio and Location Sound

9/11 Module 4 Microphones, Speakers, Headphones

**9/14 Project 1** Project 1 Pre-Submission due at 11:59pm

9/18 **Exam Exam I (Over Modules 1, 2, 3, and 4)**

9/21 **Project 1** Project 1 Peer Reviews due by 11:59pm

9/25 Module 5 Podcasting (Part I)

9/28 **Project 1** Project 1 due by 11:59pm

**October**

10/2 Module 5 Podcasting (Part II

**10/3** **Exam Proficiency Exams in lab**

10/9 Module 6 The Soundtrack (Part I)

**10/10 Exam Proficiency Exams in lab**

10/12 **Project 2** Project 2 Pre-Submission due at start of lab

10/16 Module 6 The Soundtrack (Part II)

10/19 **Project 2** Peer Reviews due by 11:59pm

10/23 **Exam**  **Exam II (Modules 5 and 6) Module 7 Lecture**

10/26 **Project 2** Project 2 Final Submission due by 11:59pm

10/30 Module 8 Mobile Media and Gaming (Part I)

**November**

11/6 Module 8 Mobile Media and Gaming (Part II)

11/13 Module 9 Professional Development

11/20 Module 10 Location Sound

**11/21** **Project 3** Project 3 Pre-Submission due by 11:59pm

**11/23-11/30 Thanksgiving Break**

**December**

12/1 **Project 3** Project 3 Peer Reviews due by 11:59pm

12/4 TBA

**12/5 Project 3** Project 3 Final Submission due by 11:59pm

12/10- **Exam**   **Exam III** (Over Modules 7 and 8 and lab) ONLINE

12/11 (Requires Respondus LockDown Browser + Webcam)

Due by 11:59pm