

## **MUAE 3100 – Intro to Digital Audio Workstation Techniques**

Syllabus – Summer 2025 5w2

- Meets: Mon through Thursday 11am-12.50pm
- Music Building Room 287
- Instructor: Jeffrey Hepker // [jeffrey.hepker@unt.edu](mailto:jeffrey.hepker@unt.edu)

### **Course Description:**

This course will cover basic techniques for producing music with computers by addressing making sounds “in the box” using built-in software as well as recording audio and post-production –using Ableton Live and Logic Pro. These skills are learned through study and analysis but also through work on projects. To address this requirement, students will be required to handle a constant flow of hands-on practice through fulfillment of assignments.

### **Preferred Names, Preferred Gender Pronouns**

This course affirms people of all gender expressions and gender identities. If you prefer a different name than what is on the class roster, please let me know (via email or in person). Please, feel free to correct us on your preferred gender pronouns either in person or in writing.

### **Course Learning Outcomes:**

Students will:

- Familiarize themselves with basic notions of music production and apply them for the creation of original music and for groups and class discussions using acquired terminology
- Learn digital audio editing and mixing techniques and apply them for various recording and mixing projects.
- Create a variety of rhythmic patterns for sampled drums and other percussive sounds
- Develop an aesthetic judgment to choose from and apply several music production, recording and mixing techniques learned
- Collaborate with other musicians in open-ended assignments toward the composition of original music

## Assignments, Asynchronous learning:

Student work for this course consists of:

- 1 - Assignments (will require completing projects in either Logic or Ableton, then following Canvas instructions for submission)
- 2 - Asynchronous learning tasks

## Policies:

- Do not use computers, phones, or other electronic devices for non-class-related activities (social media, shopping, work for other classes, etc.) during class meetings.
- Instruction begins at 11am. Please be in your seat and ready to get started at 11am. Do not log in to the station unless there is a notice on the board to do so.
- Phones are to be silenced and put away during classroom instruction. Most classes will have a “halftime”, and you can attend to whatever you need to at that point.
- If I am in lecture, please interrupt me. Ask questions. If I present something you think is inaccurate or incomplete, please disagree with me. If there is something you do not understand, please pause me and ask.
- No food in the classroom. Drinks must be kept on the ground.
- There will be no official Office Hours during the summer. To see me outside of class, email me to set up appt.
- Near the end of each class, I will give students a few minutes to save their work and upload to the correct location. I will also ask people to return the station to the condition they found it, then restart the computer. **For work you wish to keep, you must save to a device or cloud storage before restarting.**
- You will be expected to receive all Canvas Announcements. This is how I will be communicating to the class, sometimes on short notice.

- Part of our class time will be spent listening to each other's productions-in-progress. I will always ask your permission before I play any of your work for the class. When commenting on other student's work, I will expect the highest level of respect and professionalism.
- This class is structured in a way that the only way to succeed is to have perfect or near perfect attendance. This is not the class where you can miss many sessions then "cram" for a heavily weighted exam.
- Some classroom environments follow the "conservatory" model of incentivizing a student to outperform everyone else, thus being the best. This class, instead, will follow the music industry model of being supportive of one another, to make friends, to create together, etc. We will build relationships rather than best our competition.

### **Format (Canvas-Driven).**

Canvas will be the hub for everything in this course. All lab and project assignments will be submitted online via Canvas. All quizzes will be administered online via Canvas.

### **Grading Summary:**

You will receive a final grade at the end of the semester, as required by university policy. However, I will not be conventionally grading your assignments. Instead, I will be asking questions and making comments that engage your work (and invite you and others to do so as well) rather than simply evaluate it. This course will focus on qualitative not quantitative assessments, as these are the type of assessments you will receive in the professional world. *Crucially, this course will sometimes stress incorporating that feedback into your subsequent work.*

You will be reflecting on your work and that of your peers in a way that supports constant improvement.

I am interested in what success looks like for you in this course and how to help you achieve this goal. Why are you taking this course and what do you hope to gain from it? These questions are important to answer for yourself as *you will be actively involved in deciding your final grade for this course.*

How does this work?

You will receive credit/no credit for most assignments. If the assignment is not of a sufficient standard per the rubric or assignment description, you will be allowed to revise or resubmit it, assuming you originally turned it in on time. *Late work will not have this chance for improvement. Just as late proposals would not be chosen by a client, co-writer, or colleague.*

At the end of the semester, you will propose your final grade to me. *The instructor reserves the right to change any final grade to one they feel is a more appropriate reflection of the work submitted, the student's attendance, and general engagement.* Student and instructor will continue this conversation until there is agreement on what the final grade should be. The goal is for there to be an alignment of what quality work is and how to create it.

### **ATTENDANCE, DRAFTS, LATE WORK AND EXTENSION POLICIES:**

This is a highly interactive class. There is no replacement for experiences that take place during class time. Attendance is integral to improvement in this area of study. It is also an opportunity to practice professionalism in your work. ***The instructor must be notified in advance of an absence or tardy.***

In the event of an absence, ***students are still responsible for turning in assignments on time*** (unless previous arrangements have been made) and ***staying caught up on what was missed.***

**Work more than a week late will not be accepted at all unless prior arrangements have been made ahead of time.**

Additionally, 3 unexcused absences lowers final grade by one letter grade, 5 unexcused absences lowers two letter grades, 6 or more is an automatic fail.

**Schedule:**

**Module 1 - Introduction, protocols, and administrative things**

**Module 2 - Musical Entry part 1: MIDI and programming**

**Module 3 - Musical Entry part 2: Recording**

**Module 4 - Editing and Processing**

**Module 5 - Effects and Mixing**

**Module 6 - Preparing your track for release**

**ACADEMIC INTEGRITY**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person

without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

See: [Academic Integrity](#)

LINK: <https://policy.unt.edu/policy/06-003>

## **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 classrooms, labs, discussion groups, field trips, etc.

See: [Student Code of Conduct](#)

Link: <https://deanofstudents.unt.edu/conduct>

## **ACCESS TO INFORMATION – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs at [my.unt.edu](https://my.unt.edu). All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

See: [Eagle Connect](#)

LINK: [eagleconnect.unt.edu/](https://eagleconnect.unt.edu/)

## **ODA STATEMENT**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester. For additional information see the Office of Disability Access.

See: [ODA](#)

LINK: [disability.unt.edu](https://disability.unt.edu). (Phone: (940) 565-4323)

## **Health and Safety Information**

Students can access information about health and safety at: <https://music.unt.edu/student-health-and-wellness>

## **Registration Information for Students**

See: [Registration Information](#)

Link: <https://registrar.unt.edu/registration/summer-academic-calendar.html>

## **Academic Calendar, Summer 2025**

See: [Summer 2025 Academic Calendar](#)

Link: <https://registrar.unt.edu/registration/summer-academic-calendar.html>

## **Final Exam Schedule, Summer 2025**

See above

## **Financial Aid and Satisfactory Academic Progress**

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### Undergraduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

See: [Financial Aid](#)

LINK: <http://financialaid.unt.edu/sap>

### Graduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours



based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

See: [Financial Aid](#)

LINK: <http://financialaid.unt.edu/sap>

## **RETENTION OF STUDENT RECORDS**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion.

Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates.

See: [FERPA](#)

Link: <http://ferpa.unt.edu/>

## **COUNSELING AND TESTING**

UNT's Center for Counseling and Testing has an available counselor for students in need. Please visit the Center's website for further information:

See: [Counseling and Testing](#)

Link: <http://studentaffairs.unt.edu/counseling-and-testing-services>.

For more information on mental health issues, please visit:

See: [Mental Health Issues](#)

Link: <https://speakout.unt.edu>.

## **ADD/DROP POLICY**

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. See Academic Calendar (listed above) for additional add/drop Information.

## **STUDENT RESOURCES**

The University of North Texas has many resources available to students. For a complete list, go to:

See: [Student Resources](#)

Link: <https://success.unt.edu/aa-sa-resources>

## **CARE TEAM**

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.

See: [Care Team](#)

Link: <https://studentaffairs.unt.edu/care-team>