Instructor: Mark Lambert
Office: RTFP 275
Office Hours: Wed / Thu 3:00 p.m. – 5:00 p.m.; or appointment
Phone: 940.565.2435
Email: mark.lambert@unt.edu

Class Prerequisites: MRTS 3210 Audio Production; MRTS/CBCM major status. If you have not met the prerequisites, you will not be allowed to remain in this class.


The following two books will be given to you in class:

If you have any difficulties with this class during the semester, or want to discuss further any concepts presented in class, please come see me in my office. Because of my full-time work with KNTU, I’m in the RTFP Building more than just my scheduled office hours and class time. Circumstances also might interfere with my scheduled office hours. With both those considerations, it’s best if you send me an email before you come to my office to make sure I’m available and possibly save you a wasted trip.

NOTE: Due to privacy and confidentiality concerns, I will NOT discuss your grade/grades through email (or text messages, for those of you who might have my mobile number).

DESCRIPTION
• Advanced training in the art and techniques of audio production for radio, TV, film, and other media. This will be achieved by exposing you to multitrack mixing, manipulating recorded audio files, microphone placement/technique, recording audio outdoors and indoors (studio and/or film set).
OBJECTIVE

- You should come away from this class with:
  - An understanding of mixing multitrack audio into a professional, finished product.
  - An understanding of microphones and their uses: polar patterns, functionality, proximity, etc.
  - An understanding of recording sound outdoors and indoors with an appreciation of some of the difficulties of making good recordings.
  - A basic, introductory working knowledge of Pro Tools.

CONTENT

- **Reading.** You are expected to keep up with reading the textbooks since their content will be the basis for much of what we discuss in class — that is, you are expected to complete the readings before the respective, scheduled class period. Exam questions will come from both the textbooks and material presented in class. I am NOT concerned with a lot of the details of electronics (I use equipment, but my brain does not do well with math, formulas, or schematics; nor am I able to fix broken equipment.)
- **Pop quizzes.** There may be one or more pop quizzes during the semester.
- **Tests.** There will be one test: a final exam.
- **Projects.** There will be four projects: tweaking a 30-second TV commercial in Pro Tools, a music multitrack recording mixed in Pro Tools, a multi-track audio drama (podcast-type material) utilizing Pro Tools, and a video project utilizing Pro Tools for which you create the entire sound design including music and sound effects.

BLACKBOARD / CANVAS

- PowerPoint presentations, handouts, and other information will be available on Blackboard. Please check it regularly.

ATTENDANCE

- In the fields of broadcasting and film, showing up and being on time are critical and expected. If you fail at these, you are likely to lose your job and take a hit on your reputation.
- Attendance will be taken at each class. Perfect attendance (no absences) will yield two (2) extra points added to your final grade. If you cannot be in class due to illness, you must notify me by phone or email *before class meets* that you will not be attending; or bring me a document from a doctor, clinic, or hospital – otherwise your absence will be *unexcused*. You are allowed one (1) free unexcused absence, thereafter each unexcused absence will cause you to lose 2 points for each occurrence from your final grade. Here is a chart of the reward/penalties:
Absences | Extra Points* | Deducted Points*
--- | --- | ---
0 | 2 | --
1 | 0 | 0
2 | 0 | 2
3 | 0 | 4
4 | 0 | 6
and so on… | 0 | and so on…

*points are added to or deducted from the final grade total

- If you are a member of a UNT athletic team, musical group, or other university-sanctioned activity that requires you to miss class, please furnish the appropriate written permission before your absence.
- If you plan to miss class due to the observance of a religious holiday, notify me in writing before the holiday.

**GRADING / INCOMPLETE GRADE FOR THE COURSE**
- A final letter grade will be assigned based on:
  \[
  A = 100-90 / B = 89-80 / C = 79-70 / D = 69-60 / F = 59 \text{ and less}
  \]
  Project 1 15%
  Project 2 15%
  Project 3 25%
  Project 4 25%
  Final Exam 20%
  100%

**Grade Calculation Table**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>Project 1 x .15</td>
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<tr>
<td>Project 2 x .15</td>
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<td>Project 3 x .25</td>
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<tr>
<td>Subtotal</td>
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<td>- or + Absence pts</td>
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<tr>
<td>Total Points:</td>
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**Project Grades:** 1 _____ 2 _____ 3 _____ 4 _____
From the UNT Registrar’s Office: An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.

- Under no circumstances will an "Incomplete" be assigned automatically.
- A student must make a formal request to the instructor which satisfies the listed guidelines (see the above information from the UNT Registrar), not have excessive absences or late arrivals, and be able to demonstrate proficiency in the creative and technical techniques covered in the course. All requests will be considered on a case by case basis.
- Students will not be assigned a grade of incomplete for the sole purpose of avoiding a failing grade or because of any current or impending graduation status.

PROJECT SUBMISSION / EQUIPMENT

- You will be given a 32GB USB flash drive for use in MRTS 3650 and will be yours to keep at the conclusion of this course.
- You will submit your projects on this, and only this, flash drive.

  - It is imperative that you understand best practices such as this since both Adobe Audition (not being used in this course) and Pro Tools link/map audio files to sessions – failure to do this often results in projects (session submission may be required if your finished project file is corrupted or cannot be opened properly) being submitted improperly with unlinked audio files.
  - Sessions with either unlinked and/or missing audio files will result in either a loss of points – if the audio files are at least on your flash drive and can be relinked – or a zero (0) if the audio files cannot be located/relinked.
  - Do NOT insert audio into any of your Pro Tools session (specifically Projects 3 and 4) from anyplace except your Project 3 or 4 folders.
    - If you download music or sound effects from Soundminer, by default those are saved to the download folder.
    - You MUST move the .wav file from its download location to the appropriate Project folder BEFORE you insert the audio into a track of your project session. Failure to do so will cause an “unlinked” audio problem when I open your session.

- Projects are to be submitted at the start of class on the deadline date – late submission of a project will result in the loss of one (1) letter grade (which equals 10 points since I grade on a 100 point scale) for each day the project is late. This MAY be negotiable depending upon your specific problems and/or difficulties.
- Any report of late equipment return or other violation of MRTS/CBCM procedures relating to the use of equipment or labs will result in an “equipment suspension” for a set period of time. You are also financially and legally responsible for any equipment you check out from this department. A copy of the Media Arts Department’s policy on the above is available in the
CLASSROOM ETIQUETTE / PERSONAL MOBILE DEVICES

- Civility in class is expected at all times.
- The Department of Media Arts prohibits the use of electronic/personal mobile devices during class, unless otherwise allowed by the individual Instructor. Electronic/personal mobile devices are defined as anything and everything from cell phones, mp3 players, smart devices, pads/tablets, laptops, etc. The following exception is made for MRTS 3650:
  - You **MAY** use a laptop, tablet, or mobile device (phones) for taking notes or to look up information for this class. Those devices are **NOT** to be used for reading email, reviewing/updating social media sites, or texting while in class.
- Electronic/personal mobile devices should be silenced during class.
- You may **not** record any audio or video in class without prior permission.
- Electronic/personal mobile devices may not be used for any reason during tests and/or quizzes.
- Any student using an electronic/personal mobile device during class for anything other than described/specifed above will have five (5) points deducted from his/her overall course grade for EACH occurrence.

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 Center for Student Rights and Responsibilities 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.
- The Code of Student Conduct can be found at www.unt.edu/csrr

ACADEMIC DISHONESTY

- Students caught cheating or plagiarizing will receive an “F” for the course.
- Additionally, the incident will be reported to the Dean of Students, who may impose further penalty.
- According to the UNT catalog, the term "cheating" includes, but is not limited to:
  - use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;
- dual submission of a paper or project, or resubmission of a paper or project to a different class without the expressed permission from the instructor(s); or
- any other act designed to give a student an unfair advantage.

According to the UNT catalog, the term "plagiarism" includes, but is not limited to:
- 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
- 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.

ADA / ODA
- The Media Arts Department cooperates with the Office of Disability Accommodation to make reasonable accommodations for qualified students (cf. Americans with Disabilities Act & Section 504, Rehabilitation Act). Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323. If this applies to you, please provide your notice by the next class.

Please note: Notification is hereby made in this syllabus that this course may involve potentially hazardous activities, the nature of which include working with exposure to electronically powered equipment. Accordingly, the Department of Media Arts has designated this course within category 2 (courses in which students are exposed to some significant hazards but are not likely to suffer serious bodily harm).

SEMESTER EVALUATION
- Students should complete the SPOT (Student Perceptions of Teaching) evaluation. The SPOT is a requirement for all organized classes at UNT.
- This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught.
Feedback from students is very important to the Media Arts Department. And this evaluation is considered an important part of your participation in this class.

ADDITIONAL NOTE: The following class schedule may be altered due to the actual pace of the course, availability of guest speakers, weather closings, etc. The instructor reserves the right to change this syllabus with prior student notification.

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TENTATIVE SCHEDULE

JANUARY

MON – 14  Introduction, syllabus, headphones, and sound.  
Screening: The Conversation (1974)

MON – 21  NO CLASS: Martin Luther King Jr. Holiday

MON – 28  Meet in 180X  
Pro Tools introduction  
Project 1: music mixing

FEBRUARY

MON – 4  Rose, Chapter 1: How Sound Works  
Rose, Chapter 2: How Digital Audio Works  
Rose, Chapter 3: Audio on a Wire

MON – 11  Meet in 180X  
Submit Project 1: music mixing  
Project 2: TV commercial

MON – 18  Review Project 1: music mixing  
Rose, Chapter 4: Planning for Sound  
Rose, Chapter 6: Microphones and Room Acoustics

MON – 25  Meet in 180X  
Submit Project 2: TV commercial  
Project 3: video sound design
### MARCH

| MON − 4 | Rose, Chapter 7: Production Mic Technique  
|         | Rose, Chapter 8: Production Recording |
| MON − 11 | **NO CLASS: Spring Break** |
| MON − 18 | Rose, Chapter 9: Recording Voice-Overs, ADR, and Effects  
|         | Rose, Chapter 13: Editing Voices  
|         | Rose, Chapter 14: Working with Music |
| MON − 25 | **Meet in 180X**  
|         | *Submit Project 3: video sound design*  
|         | *Project 4: audio drama podcast* |

### APRIL

| MON − 1 | Rose, Chapter 15: Sound Effects  
|         | Rose, Chapter 10: Postproduction Workflow  
|         | Rose, Chapter 11: Levels and Digitizing |
| MON − 8 | Rose, Chapter 16: Processing  
|         | Rose, Chapter 17: The Mix  
|         | Rose, Chapter 18: “Help! It Doesn’t Sound Right!” |
| MON − 15 | TBA |
| MON − 22 | TBA |
| MON − 29 | **Submit Project 4: audio drama podcast**  
|         | Review for Final Exam |

### MAY

| MON − 6 | *Review / Play Project 4*  
|         | FINAL EXAM |