MRTS 3210 AUDIO PRODUCTION
University of North Texas
Summer 2017
MTWT 2:00 p.m. – 3:50 p.m. RTFP 180H

Instructor: Mark Lambert
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Phone: 940.565.2435
Office / Hrs: RTFP 275 / Tue & Wed 10:30 a.m. – 12:00 p.m.; or appointment


MRTS Lab Hrs: Mon – Thu 8:30 a.m. – 10:00 p.m.; Fri 8:30 a.m. – 5:00 p.m.

COURSE DESCRIPTION

This course provides students with a survey of audio production concepts and techniques using audio laboratory studio equipment. Areas covered include basic nonlinear audio recording and editing, radio programming and production, and an introduction to audio equipment used on location for digital cinema.

LEARNING GOALS / OBJECTIVES

Upon completion of this course, students will understand audio theory, practice, and the legal and ethical aspects of audio production.

- Understand audio theory
- Understand audio practice
- Apply appropriate production techniques for radio and new media
- Understand some audio techniques used for film production
- Understand the legal and ethical issues of audio production

COURSE CONTENT

Reading assignments.
Reading assigned texted is expected to occur prior to attending class.

Tests. There will be one test, the final exam, and possible pop quizzes. Should you arrive late to the exam, you will be permitted to take it only if no one has turned in a completed test. If you miss the exam, contact me via email within 24 hours of the original exam time. For any class absence to qualify as “excused,” you must provide a bona fide medical form stating you had an urgent care situation – regularly scheduled appointments do not qualify for an excused absence – or a documented family emergency. Test materials include readings, handouts, and class discussions.

Quizzes. If you are late for class and a pop quiz is in progress or has already been given, your grade for that pop quiz will be zero – there are no make up pop quizzes, you must attend class to take a pop quiz.
Audio Projects. The majority of this course will involve working on assigned projects outside of class. While projects will be graded on their individual merits, failing to follow certain production format standards will result in the loss of points. You will be assigned a flash drive for you to use to submit your projects; this flash drive is your property and will be yours to keep at the conclusion of this course. **No late projects will be accepted.**

### GRADING

Your final letter grade in this course will be based on the following formula:

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>20%</td>
</tr>
<tr>
<td>Project 2</td>
<td>20%</td>
</tr>
<tr>
<td>Project 3</td>
<td>20%</td>
</tr>
<tr>
<td>Project 4</td>
<td>20%</td>
</tr>
<tr>
<td>Pop Quizzes</td>
<td>5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Total Points:</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grade Calculation Table**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1 x .20</td>
<td></td>
</tr>
<tr>
<td>Project 2 x .20</td>
<td></td>
</tr>
<tr>
<td>Project 3 x .20</td>
<td></td>
</tr>
<tr>
<td>Project 4 x .20</td>
<td></td>
</tr>
<tr>
<td>Pop Quiz Avg x .05</td>
<td></td>
</tr>
<tr>
<td>Final Exam x .15</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
</tr>
<tr>
<td>- or + Absence pts</td>
<td></td>
</tr>
<tr>
<td>Total Points:</td>
<td></td>
</tr>
</tbody>
</table>

**Project Grades:** 1 _____ 2 _____ 3 _____ 4 _____

**Pop Quizzes:** 1 _____ 2 _____ 3 _____ 4 _____ 5 _____
ATTENDANCE
Your attendance is expected for each and every class period. ATTENDANCE WILL BE REWARDED AND/OR PENALIZED AS FOLLOWS:

<table>
<thead>
<tr>
<th>Absences</th>
<th>Extra Points*</th>
<th>Deducted Points*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>and so on…</td>
<td>0</td>
<td>and so on…</td>
</tr>
</tbody>
</table>

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

Attendance in class means arriving on time and being in class for the entire period. Excused absences will be allowed only with a bona fide doctor’s excuse (see above). Any questions about this policy should be directed to me.

ACADEMIC DISHONESTY
This includes, but is not limited to, cheating and plagiarism. Please refer to the University of North Texas Undergraduate Catalog for details of academic dishonesty. Students must do their own work. DO NOT ATTEMPT TO MANIPULATE OR ALTER SOMEONE ELSE’S AUDIO FILES OTHER THAN YOUR OWN! COPYING, PASTING, AND/OR CLAIMING SOMEONE ELSE’S WORK AS YOUR OWN WILL LEAD TO DISCIPLINARY ACTION AND POSSIBLE EXPULSION FROM THE DEPARTMENT.

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 on campus and electronic classrooms, labs, discussion groups, field trips, etc. You can review UNT’s Code of Student Conduct at http://deanofstudents.unt.edu/conduct.

ACCESS TO INFORMATION / EMERGENCIES
– EagleConnect
– my.unt.edu
– Eagle Alert

Through the use of email, UNT is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email. Check your email frequently. All official communication from the university is delivered to your EagleConnect account. For more information, check http://it.unt.edu/eagleconnect for configuration setups and how to forward your email.
Your access point for **UNT business and academic services** occurs within **www.my.unt.edu**.

UNT uses a system called **Eagle Alert** to quickly notify you with critical information in an emergency. For information on this system and how to sign up, check [https://www.unt.edu/eaglealert](https://www.unt.edu/eaglealert). The system sends voice messages (and text messages upon permission) to the phones of all active faculty, staff, and students. Please ensure your phone number(s) is/are up to date at **www.my.unt.edu**. Some helpful emergency preparedness actions include: 1) knowing the evacuation routes and severe weather shelter areas in the buildings where you attend classes, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please check Blackboard for contingency plans for covering course materials.

**ADA 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 Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in a semester to avoid any delay in implementation. Note: students must obtain a new letter of 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 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, review the Office of Disability Accommodation website at [http://disability.unt.edu/](http://disability.unt.edu/). You may also contact them by phone at 940.565.4323.

**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 any written papers submitted during the course are kept for at least one calendar year after course completion. Coursework completed via the Blackboard on-line system, including grading information and comments, is also stored in a safe electronic environment. 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, nor delivered to you via email. You are encouraged to review the Public Information Policy and F.E.R.P.A. (Family Educational Rights and Privacy Act) laws and the university’s policy in accordance with those mandates at the following link: [http://registrar.unt.edu/faculty/ferpa-and-student-records](http://registrar.unt.edu/faculty/ferpa-and-student-records).
PERSONAL MOBILE DEVICE USE

The Department of Media Arts prohibits the use of personal mobile devices during class, unless otherwise allowed by the individual Instructor. If no exceptions are contained in a course syllabus, then the department policy remains in effect until changed by the Instructor.

Personal mobile devices are defined as anything and everything from cell phones to smart phones to personal handheld computers.

All devices should be turned off before entering the classroom or laboratory area. Portable Laptop Computers may be used in the classroom if the student sits on the back row.

*Any student making unauthorized use of a personal mobile device during class will have 5% deducted from their overall course grade for EACH occurrence.*

STUDENT PERCEPTIONS OF TEACHING (SPOT)

Student feedback is important and an essential part of participation in this course. The Student Perceptions of Teaching (SPOT) is required for all organized classes at UNT. This short, online survey will be made available to you near the end of the semester to give you an opportunity to evaluate how this course is taught.

*Please note that 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 slated this course within category 2 (courses in which students are exposed to some significant hazards but are not likely to suffer serious bodily harm).*

AUDIO PROJECTS

Specific instructions for the four projects will be discussed in class. It is highly recommended you back up your work frequently on your flash drive.

*A project not meeting production format standards will be returned to you without a grade, and you can resubmit it with an automatic 10-point reduction off the top.*

All projects are to be submitted on their due date AT THE BEGINNING OF CLASS. There are no late projects. If a project is not submitted by the due date, the grade for that project will be ZERO. NO EXCEPTIONS.

If you receive *less than a passing grade on either of the first two projects*, you may make the changes suggested on your evaluation sheet and resubmit them for further evaluation. If you choose to take this option, you must resubmit the project within one week from the time it is handed back to you.

The highest grade that will be awarded for a resubmitted project will be a grade of 70%.
NOTES ABOUT AUDIO PROJECTS

Specific instructions for the three projects will be distributed in class.

Pay particular attention to instructions given in class concerning file labeling of projects. You will need to label and turn in files **AS INSTRUCTED.**

You need to create four (4) folders on your flash drive labeled: Project 1, Project 2, Project 3, and Project 4. Inside EACH of those folders you will create two (2) additional folders labeled: Work Material and Finished Project. Then as you create these projects you will save your .wav files and Audition session file(s) in the Work Material folder for the given project and then save your completed mixdown .wav file in the Finished Project folder.

*I cannot stress file management enough – you MUST learn to establish professional standards when creating and working with audio material files and session files. The folder and file structure I have outlined above is non-negotiable.*

FAILURE TO SUBMIT PROJECTS THAT MEET ALL REQUIREMENTS ABOVE WILL RESULT IN THE PROJECT BEING RETURNED TO YOU WITHOUT A GRADE, AND AN AUTOMATIC 10-POINT DEDUCTION WILL BE MADE FOR ANY GIVEN PROJECT UPON RESUBMISSION.

THERE WILL BE NO EXCEPTIONS!

**Project 1**

**Telescoped DJ recording**

Using your voice and music, create a telescoped demo of an on-air DJ shift.

**Project 2**

**H+ Sport :30 commercial**

Produce a :30 radio commercial from the provided audio files.

**Project #3**

**:60 promo**

Produce one original :60 promotional announcement for KNTU programming using your voice (and others if you want), music and sound effect(s).

**Project #4**

**News/Sports wrap**

Use a Sound Devices 702 recorder to record an interview, then write copy to “wrap around” an actuality from that interview and record/produce a :40 – :45 story for broadcast.
MRTS 3210 Audio Production
Summer 2017 Course Schedule

Mon., June 5
First Day of Class
Syllabus
Introduce Project 1

Tue., June 6
Project 1
Ch. 1 Production Planning
Ch. 2 Studio Environment

Wed., June 7
Radio Programming Lecture

Thu., June 8
Ch. 3 Digital Audio Production
Law & Ethics

Mon., June 12
Project 1 due, introduce Project 2
Ch. 4 Microphones
Ch. 7 Monitor Speakers

Tue., June 13
Ch. 8 Signal Processing

Wed., June 14
Ch. 5 Console

Thu., June 15
NO CLASS

Mon., June 19
Project 2 due, introduce Project 3
Ch. 6 Digital Audio Players/Recorders
Sound Devices 702

Tue, June 20
Ch. 9 Production Situations

Wed., June 21
Ch. 10 Location Sound Recording

Thu., June 22
NO CLASS

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Mon., June 26
   Project 3 due, introduce Project 4
   Guest Speaker

Tue., June 27
   Ch. 11 Sound for Visual Media (The Soundtrack)

Wed., June 28
   Multiple Platform Audio Delivery

Thu., June 29
   Ch. 12 Internet Audio

Mon., July 3
   Project 4 due
   Internet Audio

Tue., July 4
   Holiday – NO CLASS

Wed., July 5
   TBA

Thu., July 6
   TBA

Fri., July 7
   Final Exam

   **Final Exam**
   Friday, July 7 1:00 p.m. – 3:50 p.m.

*The instructor reserves the right to make additions, deletions, or other changes to this syllabus or accompanying materials as circumstances dictate.*