MRTS 3650.001 Advanced Audio Production
University of North Texas / Department of Media Arts
Spring 2018
Mondays 1:00 p.m. – 3:50 p.m. / RTFP 180H
Final Exam: Saturday, May 5, 10:30 a.m.

Instructor: Mark Lambert
Office: RTFP 275
Office Hours: Tue / Wed 2:00 p.m. – 4:30 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.

Textbooks:
Burlington, MA: Focal Press


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. Also because of my KNTU responsibilities, circumstances might interfere with my scheduled office hours. With those considerations, please call or email me 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 via email.

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.

**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: a multi-track audio drama (podcast-type material) utilizing Adobe Audition, tweaking a 30-second TV commercial to get started with your introduction to Pro Tools, a music multitrack recording that will be mixed utilizing Pro Tools, and a video project utilizing Pro Tools for which you will create the entire sound design including music and sound effects.

**BLACKBOARD**

• PowerPoint presentations, handouts, and other information – especially announcements about any class meeting changes – 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, not get the next freelance gig, 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 from your final grade. Here is a chart of the reward/penalties:

<table>
<thead>
<tr>
<th>Absences</th>
<th>Extra Points*</th>
<th>Deducted Points*</th>
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<tr>
<td>0</td>
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<td>4</td>
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<td>6</td>
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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 documentation before your absence.

If you plan to miss class due to the observance of a religious holiday, notify me in writing before the holiday.

Additionally, pregnancy or parenting under Title IX may be an excused absence; a request or satisfactory evidence must be submitted in writing in advance.

Official closure of the university by the president constitutes an excused absence.

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 and less

**Grade Calculation Table**

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

Pop Quizzes: 1 _____ 2 _____ 3 _____ 4 _____ 5 _____
• **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.
  o Under no circumstances will an “Incomplete” be assigned automatically.
  o 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.
  o 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 labeled with your last name for use in MRTS 3650. It will be yours to keep at the conclusion of this course.

• You will submit your projects on this, and only this, flash drive.
  o It is imperative that you understand best practices that I will go over with you in class. Both Adobe Audition and Pro Tools link/map audio files to sessions – failure to do this often results in projects being submitted improperly with unlinked audio files.
  o Sessions with either unlinked and/or missing audio files will likely 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. I may not review everyone’s session for every project; I always check sessions for those who have apparent problems/faults in their final mixdown/bounce that I hear when listening to the submitted project for grading.

• 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.

• 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 Media Arts Equipment Room and online at mediaarts.unt.edu/equipment-checkout.

**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 (phone) 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 class is underway.

- 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 a pop quiz or final exam.
- Any student using an electronic/personal mobile device during class for anything other than described/specified above will have five (5) points deducted from his/her overall course grade for **EACH** occurrence.

**ACCEPTABLE STUDENT BEHAVIOR (UNT Policy 07.012)**

- University policy states 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.
- More information about UNT’s Code of Student Conduct can be found online:
  - https://deanofstudents.unt.edu/conduct
  - https://policy.unt.edu/policy/07-012
  - https://policy.unt.edu/sites/default/files/07.012_CodeofConduct_2013_0.pdf

**ACADEMIC DISHONESTY (UNT Policy 06.003)**

- Students caught cheating or plagiarizing (using someone else’s writing/recording and submitting it as your own) 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;
o 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
o 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:
o 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
o 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.

(https://policy.unt.edu/sites/default/files/06.003_StudentStandardsOfAcademicIntegrity_8_2017.pdf)

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 more information, go online to http://disability.unt.edu/. You may also contact the Office of Disability Accommodation by phone at 940.565.4323. If this applies to you, please provide your notice by the next class.

Notification is hereby made that this course may involve potentially hazardous activities, the nature of which includes working with exposure to electrically powered equipment. The Department of Media Arts has designated this course as Category 2 (some significant hazards, but not likely to cause serious bodily harm). UNT is not liable for injuries incurred while you participate in class activities. You are encouraged to secure adequate insurance coverage for accidental injury. If you do not have such coverage, you should consider Student Health Insurance – brochures are available in the UNT Student Health and Wellness Center. If you’re injured during class activities you may seek medical attention at the Student Health and Wellness Center at reduced rates compared to other medical facilities. If insured by a plan other than Student Health Insurance at UNT, verify the plan covers treatment at UNT. If you choose not to go to the UNT Student Health and Wellness Center, you may be transported to an emergency room at a Denton hospital. You are responsible for expenses incurred there.
RETENTION OF STUDENT RECORDS
- My records your participation in this course are kept for at least one calendar year after you’ve completed this course. This includes pop quizzes and exam along with answer sheets (with keys) and submitted projects. You have the right to view your individual record; however, information about your records will not be shared with anyone else without your 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.

SEMESTER EVALUATION
- Students are asked and 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 near the end of the semester, providing you a chance to comment on how this class is taught.
- Your feedback is very important to the Media Arts Department. And this evaluation is considered an important part of your participation in this class.
- You will get an email in your UNT email inbox from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link.
  o Click on the link to complete the survey.
  o After submitting your completed survey, you will get a confirmation email.

For more information, visit the SPOT website, www.spot.unt.edu, or email spot@unt.edu.

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

TENTATIVE SCHEDULE

January
Mon – 22  Introduction / Syllabus / Headphones / Cinefix: Top 10 Best Sound Design
From explosions to the judicious use of silence; from Foley effects to fully immersive soundscapes, what you hear in movies shapes the viewing experience in ways you probably do not consciously realize. These 10 movies illustrate that fact wonderfully.
Screening:  The Conversation (1974)
Oscar nominee for Best Picture; director Francis Ford Coppola won for his other nominated film that year – The Godfather Part II. It also garnered two other Oscar nominations: Best Sound [Walter Murch
& Arthur Rochester] but lost to *Earthquake* and Coppola for Best Writing (Original Screenplay) which went to Robert Towne for *Chinatown*.

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter(s)</th>
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<tbody>
<tr>
<td>Mon – 29</td>
<td>Chapter 1: How Sound Works&lt;br&gt;Chapter 2: How Digital Audio Works&lt;br&gt;Project 1: audio drama</td>
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<tr>
<td><strong>February</strong></td>
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<td>Mon – 5</td>
<td>Chapter 9: Recording Voice-Overs, ADR, and Effects&lt;br&gt;Chapter 13: Editing Voices</td>
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<tr>
<td>Mon – 12</td>
<td>Chapter 3: Audio on a Wire&lt;br&gt;Chapter 4: Planning for Sound&lt;br&gt;Chapter 6: Microphones and Room Acoustics</td>
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<tr>
<td>Mon – 19</td>
<td><strong>Meet in 180X: Pro Tools</strong>&lt;br&gt;<em>Submit Project 1: audio drama</em>&lt;br&gt;<em>Project 2: TV commercial</em></td>
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<tr>
<td>Mon – 26</td>
<td>Chapter 7: Production Mic Technique&lt;br&gt;Chapter 8: Production Recording</td>
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<tr>
<td><strong>March</strong></td>
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<tr>
<td>Mon – 5</td>
<td><strong>Meet in 180X: Pro Tools</strong>&lt;br&gt;<em>Submit Project 2</em>&lt;br&gt;<em>Project 3: music mixing</em></td>
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<tr>
<td>Mon – 12</td>
<td>SPRING BREAK</td>
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<tr>
<td>Mon – 19</td>
<td>Chapter 14: Working with Music&lt;br&gt;Chapter 15: Sound Effects</td>
</tr>
<tr>
<td>Mon – 26</td>
<td>Chapter 10: Postproduction Workflow&lt;br&gt;Chapter 11: Levels and Digitizing</td>
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April
Mon – 2  Meet in 180X: Pro Tools
Submit Project 3
Project 4: sound design

Mon – 9  Chapter 16: Processing
Chapter 17: The Mix
Chapter 18: “Help! It Doesn’t Sound Right!”

Mon – 16  TBA

Mon – 23  TBA

Fri – 27 thru Sun – 29  Denton Arts & Jazz Festival (dentonjazzfest.com), you’re welcome to stop by KNTU’s live broadcast site near the main Jazz Stage (dentonjazzfest.com/mapGrounds.shtml – it’s the Wells Fargo / Budweiser Jazz Stage in the upper right on the map which is the northeast corner of Quakertown Park). I’ll show/explain the gear we’re using and you can see some of what goes into putting three days of live, remote broadcasting on the air.

Mon – 30  Submit Project 4
Time to summarize.

May
Sat – 5  Final Exam – 10:30 a.m.