MUSI 3394: DIGITAL MUSIC TECHNOLOGY
Fall 2019

Instructor: Prof. Micah Hayes   **Email:** micah.hayes@uta.edu
Office Hours: Email for appointment   **Phone**: 817-272-3471 (Main Office)
Faculty Profile: www.uta.edu/profiles/micah-hayes   **Office**: FA 306 (sometimes FA 301)
Course Meeting Time and Place: T Th 12:30-1:50, FA 404 (3394.003 T Th 2:00-3:20)
Faculty Profile: www.micahhayes.com/facultyprofile

Prerequisite: Students should already possess a solid understanding of computer usage and file management. If extra help is needed OIT has some very helpful services, particularly introductory training on Mac OSX (http://www.uta.edu/oit/cs/training/index.php).

Description: This course is intended to train you in technological skills that every working musician should have in the 21st century. The class is an introduction to the use of computer software and hardware in music, and is required of most music majors. Students will be trained in digital music notation, MIDI sequencing, digital audio editing, and basic audio recording using Finale, Logic, and Pro Tools.

Office Hours: I am available by appointment (contact me via email). I will be either in FA 306 or 301—please check both.

Attendance: Attendance will be taken regularly throughout the semester. At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have established the following attendance policy:

- Students are allowed four unexcused absences.
- **Any more than four unexcused absences will bring down your entire grade by 5%.** For example, five absences will cause a 94% to become an 89%, six will cause a 94% to become an 84%, etc.
- Being tardy twice equals one absence.
- In order for an absence to be excused, the instructor must receive some sort of signed document in writing—e.g. a doctor's note excusing an illness, a letter from a pastor/priest/rabbi or family member excusing absence due to a death in the family, etc.
- Leaving class early will count as a tardy. If you must leave class early, please let me know in advance so I do not mark you absent.
- Coming to class unprepared (e.g. without headphones or flash drive) will be regarded as an absence.

Required Materials: You will be required to subscribe to an account at **Lynda.com**. This is a video tutorial training site that will help supplement the material we cover in class. Students

are **required** to subscribe the first week of class and will be monitored by me throughout the semester. Lynda is currently free for students and faculty.

You will read portions of ***Introduction to Sound Recording*** by Geoff Martin, which is an online book (http://www.tonmeister.ca/main/textbook/index.html) and is FREE to access. You are also required to bring **your own pair of headphones** to class each day—any headphones with an 1/8" stereo jack are acceptable (this includes most headphones such as iPod earbuds, etc.). If you do not have a pair, you can purchase a pair at the UTA bookstore for a few dollars. You must also have **an 1/8"-female to 1/4"-male adaptor**—this will allow you to use your headphones with the Pro Tools units. Finally, you will be required to bring **a 8-gig flash drive** (minimum), which you will use to store your files throughout the semester—the UTA bookstore carries these drives for a decent price.

Assignments: Quizzes based on reading, lecture and video material will be given randomly throughout the semester, always at the beginning of class. Students will also be given regular computer-related assignments that will require the use of FA 404. This lab is available at the designated times listed on the UTA website (you can also ask the staff person in FA 412 about the exact schedule). Some of the computers in FA 302 and FA 412 also have the required software. The final assignment will be a culmination of various computer-related assignments given throughout the semester.

Grading:		
	Final assignment	30%
	Computer assignments	55%
	Finale (18%)	
	Logic (18%)	
	Pro Tools Editing (19%)	
	Lynda.com assignments	05%
	Quizzes and other assignments	05%
	Class Participation	05%

Grading Scale: A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: 0-59%.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

Makeup Policy: Late assignments *are not* accepted. If you have extenuating circumstances you must talk to me before the due date and I must approve of a change *in writing*. You will not be allowed to makeup a missed exam unless you arrange an alternative solution *in writing* with me before the exam.

Student Learning Outcomes: After successfully completing this course, students will:
- Be able to do basic computer notation, MIDI sequencing, audio editing, and multitrack recording with the relevant music software
- Have a basic understanding of digital theory in music

Out-of-Class Expectations: Beyond the time required to attend each class meeting, students enrolled in this course are expected to spend between 3-9 hours per week of their own time in course-related activities.

Technology: Announcements, homework instructions, and class handouts will be posted on Canvas (**uta.instructure.com/**) and sometimes sent via email. Laptops and tablets may be used on lecture days for class activities only (i.e., taking notes, accessing course materials) but may not be used for any other reason (including Facebook, Twitter, etc.). The student will lose the privilege to use laptops or tablets after the first instance of misuse. NO CELL PHONES are to be used in class. This includes texting.

Communication: I will communicate important information with you via email using the email address you have set up in the MyMav system. You will be held responsible for the information sent there, so ensure you check this email address DAILY. If you need assistance with MyMav, you may contact the Office of Information Technology (http://oit.uta.edu).

Approximate Course Schedule: As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

Section One: Finale – Digital Music Notation -- Weeks 1 - 4
   1) Finale tutorials
   2) Final tutorials
   3) Short transcription assignment; begin final Finale project
   4) Continue final Finale project

Section Two: Logic – MIDI Sequencing -- Weeks 5 - 8
   5) Begin MIDI sequencing in Logic; Begin composition project
   6) Continue composition project
   7) Continue composition project; Begin final Logic project
   8) Continue final Logic project

Section Three: Pro Tools – Two-Track Editing -- Weeks 9 - 12
   9) Intro to Pro Tools; Begin pop editing assignment
   10) Continue editing project
   11) Continue project; Begin classical editing project
   12) Continue classical editing project

Section Four: Pro Tools – Recording and Mixing -- Weeks 13-15
   13) Intro to recording and mixing in Pro Tools
   14) Begin final Pro Tools project
   15) Continue final Pro Tools project
   Final Exam: Presentation of Final Projects on final exam date

informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

ATTENDANCE:
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

INSTITUTION INFORMATION: UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the Institutional Information page (http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) which includes the following policies among others:
- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

ACADEMIC INTEGRITY: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code: *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.* UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/. Faculty are encouraged to discuss plagiarism and share the following library tutorials http://libguides.uta.edu/copyright/plagiarism and http://library.uta.edu/plagiarism/

STUDENT SUCCESS PROGRAMS: The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals. UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring by appointment, drop-in tutoring, etutoring, supplemental instruction, mentoring (time management, study skills, etc.), success coaching, TRIO Student Support Services, and student success workshops. For additional information, please email resources@uta.edu, or view the Maverick Resources website.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

DROP POLICY: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/ses/fao).

STUDENT FEEDBACK SURVEY: At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

ELECTRONIC COMMUNICATION: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox DAILY. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

FINAL REVIEW WEEK: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

IDEAS CENTER: The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

NON-DISCRIMINATION POLICY: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

TITLE IX POLICY: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* www.uta.edu/titleIX or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu

CAMPUS CARRY: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

EMERGENCY EXIT PROCEDURES: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located near FA 302. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

EMERGENCY PHONE NUMBERS: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number: 817-272-3381.