RTD375 and MUS375 Syllabus Fall Semester 2016

Instructor: Todd Herreman
Email: toddh@siu.edu
Office: 13A (downstairs and down the hall from the New Media Center)
Office Hours: Wednesday 1-4PM; Thursday 1-4PM or by appointment.
Office Phone: 453.3266 (office); 536.7555 (main RT office)
Class Times: Lecture: Wednesday 4-5:50PM, CMCMA 1016
Lab: Friday
Section One; 10-11:50 AM;
Section Two: Noon-1:50 PM
Section Three: 2-3:50 PM


- Headphones (recommend Sony MDR7506 or Audio Technica ATHM40) – you must have a ¼” jack on your headphones; earbuds and “beats” are not suitable listening devices for this course.
- Firewire and/or USB Drive (7200rpm) – Note: do not rely on USB/thumb drives!!

Note: Students will not be allowed to participate in this course if the above mentioned materials are not in student’s possession by end of second week of class. If there is a problem fulfilling this requirement, see instructor after class on the first day.

Course Description: The purpose of this course is to introduce basic principles of sound and how audio can be captured and manipulated utilizing current recording technology. Some theory will be discussed, as it pertains to the understanding of what makes a good recording. Hands-on participation in lab as well as individual and group audio assignments and projects will incorporate concepts of signal flow (analog and digital), microphone selection and placement, signal processing (dynamics, frequency and time-based) and mixing. The objective is for the student to be able to render a multi-track recording, from concept to completion, employing all the above concepts to demonstrate a solid knowledge of recording fundamentals.

Course Assignments: Assignments consist of readings in Modern Recording Techniques (required text) and handouts; written assignments and audio projects. Written assignments are to be typed and turned in on time in class. Late submissions or hand written assignments will not be graded. Quality of documentation is critical. Poor grammar, spelling, punctuation, etc., are not acceptable; points will be deducted from grade. Audio projects will be submitted on CD or on our space on the NMC server, depending on the project. File format and sample rate is dependent on the project and delivery method. Projects must be labeled appropriately.

Note: All reading assignments are posted for the week they are due and relevant to lecture (for example, Week 2 Lecture is Principles of Sound and the reading assignment is for MRT Chapter 2: “Sound and Hearing”. This assigned reading is intended to be read prior to lecture.). Please read ahead in your syllabus to be aware of what your reading requirements are.
Attendance: Two unexcused absences will be allowed during the semester. Every additional absence will result in a half letter grade reduction. All assignments are due on time. Arriving late to class is considered an absence, unless reasonable excuse is offered. It is the student’s responsibility to sign the attendance sheet each class and lab.

Participation: Active participation is required in all class discussions and critique sessions.

Exam and Quiz Policy: Quizzes, Mid-term and Final Exams will not be made up except under extreme, verified special circumstance (i.e., family or medical emergency).

Grading and Weight of Assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Audio Assignments (2 or 3)</td>
<td>15 total</td>
</tr>
<tr>
<td>Mid-term exam</td>
<td>15</td>
</tr>
<tr>
<td>Audio Project One</td>
<td>15</td>
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<tr>
<td>Final Exam</td>
<td>15</td>
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<tr>
<td>Final Audio Project</td>
<td>20</td>
</tr>
<tr>
<td>Participation*</td>
<td>20</td>
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</tbody>
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* includes attendance, being on time, engaging in class, recording, etc.

Lecture and Lab Schedule: Weeks 1-16
Schedule and topics subject to revision at the discretion of the instructor.

Week 1:
(8/22 – 8/26)
Introduction, Course Overview
Bring in favorite recording next week. Hand Out Assignment One.
Lab: Intro to Pro Tools – Create Session; Basic Windows
The Audio Track, File path, digitizing audio, saving.
Hand out Assignment One (30-second spot); due 9/16 in lab.

Week 2
(8/29 – 9/2)
Principles of Sound (Note: MCMA RSO Fair today)
Reading: MRT Chapter 2 “Sound and Hearing”, pp 41-72.
Using Pro Tools, visual demonstration of simple waves, phase cancellation.
Lab: This Friday - Darryl Phinnesse and Dorian Holley presentation on MCMA Soundstage Room 1116 – 1-2:30PM
Demo 30 Second Promo Spot – pushed to next week

Week 3
(9/5* – 9/9)
Sound Sources and Microphones: Overview, Types
Reading: MRT Chapter 4 “Microphones”, pp 111-145
* Labor Day
Show all Microphones available to lab and studio; describe type, pattern and various applications of each.
Handout Project One (due in lab, October 21);
Lab: Work on Assignment one: 30 Second Promo Spot

Week 4
(9/12 – 9/16)
Recording (Acoustic Guitar and/or Congas)
Reading: MRT Chapter 4 “Microphones”, skim pp 145-179.
Lab: Assignment One due; work on Project One
Week 5  
(9/19 – 9/23)  
Recording Acoustic Instruments, continued.  
Lecture on The Channel Strip, and Compression;  
Hand out Assignment 2 (Group Project) due in lab 10/7 (play in class 10/12);  
Lab: Work on Assignment 2; Project 1.

Week 6  
(9/26 – 9/30)  
Record Acoustic Guitar; continue compression/dynamics  
Lab: work on Assignment 2.

Week 7  
(10/3 – 10/7)  
“Signal Flow, Inputs and Outputs, Channel Strips and Dynamics”  
Record Congas;  
More dynamics (limiting, gates, expanders); start EQ  
Hand out mid term study guide. Mid-term is on 10/21 during class.  
Lab: Work on Assignment Two (due at end of lab) and Project One.

Week 8  
(10/10 – 10/14)  
**Note: Oct. 10-11 is Fall Break**  
Demo on plug-ins, inserts and aux channels  
(bussing via sends or channel I/O), EQ demo.  
Reading: MRT pp. 476 (review page) – 487 on EQ.  
Assignment 2: present in class by lab groups;  
Hand out Assignment 3 (Mix Practice session), due in lab 11/11.  
Lab: Work on Audio Project One.

Week 9  
(10/17 – 10/21)  
**Review for Mid–Term exam during Wednesday class time (last hour of class); optional review next Tuesday, 10/25, 5-6PM**  
Lab: **Complete/Turn in Project One.**

Week 10  
(10/24 – 10/28)  
**Hand out Project 2 (Final Project), due December 9 (end of last lab)**  
Lab: Work on Project Two.

Week 11  
(10/31 – 11/4)  
Review Mid Term answers  
Record piano or live drums and bass to demonstrate bussing, grouping, aux sends for headphone mixes, DI on bass, mic placement on drums.  
More on compression; signal flow examples (console scenarios).  
Lab: Work on Assignment 3 and Project Two.

Week 12  
Delays: Chorus, Doubling, Phase Shifting, Flanging, Echo, etc.
Reading Assignment: Review Ch 12: “Signal Processing”, pp 503-511 on time-based F/X.
Lab: Assignment 3 Mix Session due; Work on Project Two.
Note: Friday 11/11 is Veteran’s Day – a holiday – so Assignment 3 is due by class on Wed. 11/16

Week 13
(11/14 – 11/18)
Delays: Chorus, Doubling, Phase Shifting, Flanging, Echo, etc.
Lab: Work on Audio Project Two

Week 14
(11/21 – 11/25)
Thanksgiving break – November 23, 24 and 25.
No class or Lab. HAPPY TURKEY DAY!

Week 15
(11/28 – 12/2)
Reverb: parameters and uses More uses for delay, reverb, compression. EQ
Lab: Work on Project Two.

Week 16
(12/5 – 12/9)
Comprehensive review: signal flow and processing.
Advanced topics: mixing, mastering and RTD376.
Review for final exam. Hand out study guide.
Lab:

Week 17
(12/12 – 12/16)
Final Exam: Thursday, December 14, 5-7 PM, Room 1016
(To be confirmed)

Here are instructions to connect to our course folder on the server:
The folders are accessible from Macs (not PCs) on the campus network. Off-campus connections require a VPN connection as explained at wireless.siu.edu.

from the Mac Finder menu bar, select Go > Connect to Server... (or press Apple-K)

enter Server Address nmc.siu.edu, then click Connect
RT375: Name rtd375herreman and Password record (all lowercase), then click Connect

Please make sure students understand that files may be deleted at any time, for any reason, with or without prior notice and that no backups are available, so any lost or damaged files will be irrecoverable.

For hard drives, we recommend LaCie Rugged. Make certain the drive speed is 7200 RPM; they make many versions. Also, while firewire and USB work well, it is recommended that you consider getting the version of the drive that has both (Note:
thunderbolt is great, but you may still find some computers on campus that don’t have it; our labs do).

For headphones, I recommend the Sony MDR7506 cost is around $75.00 on amazon; OR Audio Technica ATHM40 price is about $89.00 (prices may change…)

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**Use of cell phones during class and exam times:** Cell phones, iPads, and any other mobile devices must be turned off during all class and exam times (unless otherwise allowed per request of instructor). Any use of such devices during exams will result in a failing grade for the exam. Texting during class is not acceptable.

**Regarding plagiarism:**
Please refer to the University Student Code of Conduct, Sections 2A and 4: http://policies.siuc.edu/policies/conduct.html

It is up to the instructor to determine the sanction for academic dishonesty. It should be commensurate with the crime, so to speak, and can range from an informal reprimand and/or a letter in their file, to an F on the paper or exam, to an F in the course, to dismissal from the University. In charging a student with academic dishonesty the burden of proof rests with the academic unit. A student may appeal a sanction, but then the burden of proof is on the student.

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**Emergency Procedures:**

**Building Emergency Response Protocols for Syllabus:**

**University’s Emergency Procedure Clause:**
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at [www.bert.siu.edu](http://www.bert.siu.edu), Department of Public Safety’s website [www.dps.siu.edu](http://www.dps.siu.edu) (disaster drop down) and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

**Students With a Disability:**
Instructors and students in the class will work together as a team to assist students with a disability safely out of the building. Students with a disability will stay with the instructor and communicate with the instructor what is the safest way to assist them.

**Tornado:**
During the spring semester we have a **Storm Drill**.

Pick up your belongings and your instructor will lead you to a safe area of the basement. No one will be allowed to stay upstairs. Stay away from windows. The drill should not last more than 10 minutes. You must stay with your instructor so he/she can take roll. Students need to be quiet in the basement as the BERT members are listening to emergency instructions on handheld radios and cannot hear well in the basement.

**Fire:**
During the fall semester we have a **Fire Drill**.
Pick up your belongings and your instructor will lead you to either the North or South parking lot depending on what part of the building your class is in. You must stay with your instructor so he/she can take roll. As soon as the building is all clear, you will be allowed to return to class.

These drills are to train instructors and the Building Emergency Response Team to get everyone to a safe place during an emergency.

**Bomb Threat:**
If someone calls in a bomb threat, class will be suspended and students will be asked to pick up their belongings, evacuate the building and leave the premises. Do not leave anything that is yours behind. We will not allow anyone back into the building until the police and bomb squad give us an all clear. **DO NOT USE YOUR CELL PHONES.** Some bombs are triggered by a cell phone signal.

**Shooter in the Building:**
If it is safe to leave, move to a safe area far from the building away from where the shooter is located. If anyone has any information about the shooter, please contact the police after they have gone someplace safe.

If it is not safe to leave, go into a room, lock the door and turn out the lights. Everyone should spread out and not huddle together as a group. Don't stand in front of the door or in line of fire with the door. Students' chair and desks should be piled in front of the glass and door as a barricade and the teacher's desk, podium and anything movable can be pushed against the door. This is intended to slow down any attempts to enter the classroom. If it looks like the shooter is persistent and able to enter, make a lot of noise and have the students use everything in their backpacks to throw at the shooter to distract him.

Silence all cell phones after one person in the room calls the police and informs them of their location and how many people are in the room. **Be quiet and wait for the police to arrive.** The police are looking for one or more shooters, and they have no way of
knowing if the shooter is in the room people are hiding in. For this reason, when the police enter the room, no one should have anything in his/her hands and each person MUST raise his/her hands above his/her head.

Earthquake:
In the event of an earthquake, you are advised to take cover quickly under heavy furniture or crouch near an interior wall or corner and cover your head to avoid falling debris. Outside the building are trees and power lines and debris from the building itself that you will need to stay away from. In the building, large open areas like auditoriums are the most dangerous. Do not try to escape on a stairway or elevator. Do not hide under a stairway. We do not recommend that you stand in a doorway because the door could shut from the vibrations and crush your fingers trapping you there.

Rave Mobile Safety Alert System:
We recommend that you sign up for the Rave Mobile Safety Alert System. It is a new system that replaces the WENS system to alert you through emergency text messages on your cell phone and emails for emergencies on campus, weather reports and emergency school closures. You have to sign up. If you were signed up for WENS it does not roll over. You have to sign up for Rave Mobile Safety Alert System. Go to Saluki Net, go to my records tab, under SIUC Personal Records, click on View My SIUC Student Records, Under Main Menu click on Personal Information, click on View and Update Addresses and Phones, in the middle of the page click [Update Addresses and Phones], under phones click Primary: This will take you to Update Addresses and Phones – Update/Insert, under primary phone number for this address put in your cell phone and submit. For more information, visit dps.siu.edu, contact SalukiTech at 453-5155 or salukitech@siu.edu.

CPR/Defibrillator and First Aid Class:
If you would like to take a CPR/Defibrillator and/or First Aid class, contact LaVon Donley-Cornett, lavong@siu.edu or call 453-7473.

Women's Self Defense Classes are offered to female students faculty and staff by the Department of SIU Public Safety. For more information contact Officer Mary Stark marys@dps.siu.edu.