

Introduction to Audio Recording and Editing (MTEC 246)
Course Syllabus, Spring 2017 – 43415 and 43424
Mondays 10-11:50AM or Tuesdays 12-1:50PM G147 Lab

Instructor: Charles Gutierrez:

E-mail: chgutier@usc.edu

Mailbox: LPB 118

Office: TBD

Office Hours: On UPC Campus M-Th, and/or by appointment

Course Description

MTEC 246 is an 8-week semester course introducing techniques and applications of recording, editing and mixing of digitally produced sound on personal computers. Discussions will also include a study of current hardware and software required as well as standardized basic editing workflows and techniques of music, dialog, and sound effects for song, commercials and film.

Important Registration Information

Enrolled or enrolling students are given ONLY the first week of instruction to add/drop an 8-week semester course.

Please review these policies via Trojan online scheduling. No exceptions will be allowed.

Student Course Objectives:

- Understand DAW Audio Technology
- Create and Configure a Pro Tools Session
- Use the Main Pro Tools Windows and Displays
- Import Audio Files and Clips
- Work with Selections and Navigate a Pro Tools Session
- Create Audio Clips and Edit Tracks
- Record Audio into Pro Tools Session
- Use Audio Loops in Production Process
- Process Audio Using Native AAX Plug-ins
- Create Stereo Mixes Within Pro Tools
- Bounce Tracks and Disk
- Basic File Asset Management

Requirements, Exams and Grading Information:

Student evaluation in MTEC 246 will consist of tests, practical lab assignments and an assigned student project. The assignments include short lab exercises and a term project. In general, students will be given one week to complete and turn in lab exercises. Assignments turned in late will be lowered one grade per week and will not be accepted beyond two weeks late. All assignments must carefully follow file management and format guidelines. Instructions for the term projects will be available at a later date. But, in general, will include demonstrated and learned techniques from all course work to date.

Quizzes will be administered throughout the semester from assigned online module content, consisting of multiple choice/answer, true/false, multiple answers, and hot spot questions. Quizzes and tests must be taken during the scheduled times and cannot be made up at a later date.

Attendance is taken each class and will count towards your final participation point grade. After one absence your overall participation grade points will be lowered one point for each additional absence. Because of the importance of hands on experience with this subject, attendance to all classes is the only method of understanding the concepts of these specialized topics.

Grading Summary:

ITEM	Value	Grading Criteria
1. Participation	10%	See Syllabus for details
2. Quizzes (3)	30%	Total question possible/total % correct
3. Final Project	30%	Follow outline directions and timely submission
4. Lab Exercises (6)	30%	Timely submission, complete as directed

***Please be advised anyone found surfing the web will be asked to leave the class. Before you can be readmitted to the class you must meet with the program chair.

Class Materials:

1. Reference headphones are required and should be brought to all classes. Must have ¼" connector or adapter. No ear buds please. All assignments will be evaluated using AKG 240M or Sony MDR 7506 reference headphones!
2. USB Memory Stick

Communication:

Please make it a daily habit to use/check your USC E-mail account. Any E-mails I send to the class will use that account. ***Please add "246" in the subject header of all emails that you send me*** This will help me to organize all the emails that I receive and respond to you more quickly.

Blackboard:

In addition all course materials and class grades will be posted on Blackboard (<http://blackboard.usc.edu>). For example the course syllabus can be found under Course Syllabus, Module information under Content, and exercise and project instructions under Assignments.

Disabilities:

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.-5:00 p.m. Monday through Friday. The phone number for DSP is 213/740-0776.

Academic Integrity:

Academic Integrity-Students are expected to adhere to the Academic Integrity Guidelines of USC as outlined in the current edition of SCampus. Work found to contain plagiarized or uncited materials will be referred to the USC Office of Student Conduct for review. Academic Integrity violations will result in a failing grade for submitted material and for the course, and dismissal from the Music Industry Program for majors and minors.

GRADING SCALE

100 – 94	A
93 – 90	A-
89 - 87	B+
86 – 83	B
82 - 80	B-
79 - 77	C+
76 – 73	C
72 – 70	C-
69 – 67	D+
66 – 64	D
63 – 60	D-
Below 60	F

Course Schedule (Schedule and Content Subject to Instructor Change)

Week 1

- Introduction
- DAW System Components Overview
- Opening Pro Tools session
- Overview of DAW GUI
- Saving session
- Lab 1 – Basic Usage and Simple Two-Track Edit
- Module Assignment 1: DAW Basics*

Week 2

- Recording Audio
- Signal Flow
 - Latency
 - Hardware Buffer
- Using line and microphone signals
- Setting basic levels
- Record Options
 - Click/Options
 - Conductor
 - Session Tempo
 - Pre/Post
 - Punch In/Out
- Editing Timeline Clips
 - Separate
 - Capture
 - Trim
- Rename Clips
- Lab 2 – Recording Lab
- Module Assignment 2: Basic Digital Theory*

Week 3

- Creating session
- Session Parameters
- Importing Media into Session
- Basic Editing Techniques
 - Tab to Transient
 - Navigation and Viewing audio files
- Using Loops
 - Import Loops
 - Duplicate
 - Repeat
 - TCE Trim
- Elastic Audio Tracks
 - Tempo Conforming Clips
- Loop Trim
- Lab 3 – Loops, Conform and Editing Lab
- Module Assignment 3: Microphones*
- Quiz 1: Module 1 and 2***

Week 4

Track Balance
Panning
Signal Processing
Editing Project Due
Lab 4 – Mix Lab 1 - Mixing Basics (Balance)
Module Assignment 4: Processing Basics – EQ and Dynamics

Week 5

Effect Processing
Spectral Processing
Dynamic Processing
AAX Plug-In Usage
Printing Tracks – Internal Recording II
Lab 5 - Mix Lab 2
Quiz 2: Modules 3 and 4

Week 6

Additional Processing Techniques
Master Bus Processing
Basic Dither Usage
Bouncing Session
File asset management
Lab 6 – Bounce and Asset Management

Week 7

Open Lecture review or concepts
Quiz 3: Pro Tools Interactive Test

Week 8

Course Review
Final Production Due