MTEC246 - Introduction to Audio Recording and Editing

Course Syllabus, Fall 2019 - 43416 and 43417
Tuesday or Thursday (12-1:50PM) - G147 Lab

Instructor: Timo Preece
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Office Hours: On UPC Campus by appointment

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.

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.

Student Course Objectives:
- Understand Current DAW Audio Music Technology
- Create and Configure a DAW Music Production Session
- Manage the Use of Main Tools, Windows and Displays
- How to Import Audio Files and Clips Basic Workflow Techniques
- Learn Workflows with Selections and Navigate a DAW Session
- Create Audio Clips and Edit Tracks in Music and Dialog
- Record Analog Microphone Signal of Dialog Audio into DAW Session
- Learn the Basic Use of Audio Loops in Music Production Process
- Signal Process Audio Using Mixing Channel and Plug-ins
- Learn to Create Stereo Mixes Within DAW and Bounce Options
- Know Industry Standard Basic File Asset Management DATA Protocols

Requirements, Exams and Grading Information:
Student evaluation in MTEC 246 will consist of tests, practical lab assignments and a final project. The assignments include short lab exercises, assigned reading, video tutorials and a term project. In general, students will be given one week to complete and turn in lab exercises. **Late assignments will not be accepted.** Written instructions for the term project will be available via course Blackboard.

*** All assignments must carefully follow file management and format guidelines. Failure to submit lab assignments in the format instructed will result in no credit***

Quizzes will be administered throughout the semester from assigned Blackboard online module content, consisting of multiple choice/answer and true/false questions. **Quizzes and tests must be taken during the scheduled times and cannot be made up at later dates (No late assignments)**. Do not use the Chrome Browser for online tests and quizzes.

Attendance is mandatory and will count towards your final grade, as part of class and lab participation. Because of the importance of hands-on experience with this subject, participation in all classes and labs is the only method of understanding concepts of this topic. Attendance will be taken each class and each absence will be noted. After two absences, your grade will be lowered one-half grade for each additional absence. **There is no distinction in this class between "excused" and "unexcused" absences—all will be counted.** In the event of a serious situation, such as illness that causes you to miss more than three classes in a row, you should contact your instructor as soon as possible.

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.

Throughout the semester, questions about your grades should be addressed immediately. Do not wait until the semester has ended to resolve a grading issue.

Grading Summary:

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

Class Materials: NEEDED FOR FIRST AND ALL CLASS MEETINGS

1. Reference headphones are required and should be brought to all classes. Must have a 1/4" TRS connector or adapter. No ear buds. Do not use headphones with built-in microphones such as for telephones (No four-pole connectors).
2. 2GB+ USB Memory Stick for saving and backing up your work.

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 and your section number" 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:

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, tests, exercises and project instructions are located 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 8:30AM-5:00PM (Monday-Friday). The phone number for DSP is 213/740-0776.

Academic Integrity:
Students are expected to adhere to the Academic Integrity Guidelines of USC as outlined in the current edition of USCampus. 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 Changes)

Week 1 - Introduction
- DAW System Components
- ProTools File Structure
- ProTools Overview
- Selecting and Navigating
- Saving Sessions - File Asset Management

- *Lab 1 – 2 Track Edit*
- *Week 1 Video Assignment - ProTools Basics 01*
- *Online Blackboard Module Assignment 1 - DAW Basics*

Week 2 - Editing Audio Basics
- Basic Timeline Editing of Clips
- Edit Modes and Commands
- Configuring the Grid
- Moving and Trimming Clips
- AudioSuite Processing
- Bounce To Disk

- *Lab 2 – Drum and Bass Editing and Clip Sequencing*
- *Week 2 Video Assignment - ProTools Basics 02*
- *Online Blackboard Module Assignment 2 - Basics of Digital Audio*

Week 3 - Importing Media and Recording Basics

- Importing Media into Session
    - Audio Assets
    - Movie Assets
- Signal Flow Thru a DAW System
    - Latency
    - Hardware Buffer
- Using Line and Microphone Signals
- Setting Input Levels

- *Lab 3 – Exercise 3 and Exercise 4*
- *Week 3 Video Assignment - ProTools Recording*
- *Week 3 Video Assignment - ProTools Microphones*
- *Blackboard Online Quiz - Microphone Basics (Check deadline on BB)*

Week 4 - Recording and Editing Dialog

- Preparing to Record
- Checking Hardware Connections
- Record-Enabling Tracks
- Normal Record Options
    - Click Setup
    - Session Tempo
    - Pre/Post Roll
    - Punch In/Out Techniques
- Dialog Editing

- *Lab 4 – Exercise 5*
- *Blackboard Online Quiz - DAW Basics/Basics of Digital Audio (Check deadline on BB)*

Week 5 - Internal Routing, Dynamic and Time Based Processors

- Signal Routing - Sends and Returns
- Bus Routing for Signal Processing
- Time based Processors
- Insert Instantiation of Channel Plug-Ins – Filters, Equalization, Dynamics/ Compressor

- *Lab 5 – Exercise 6*
- *Week 5 Video Assignment - ProTools Mixing and Automation*

Week 6 - Mixing and Automation Basics

- Mix Window Configuration
- Creating Mix Groups
- Panning and Setting Levels
- Recording and Editing Automation
- Master Fader Processing - Bouncing with Dither

- *Lab 6 – Exercise 7_Mixing: Multi-Track Song Session*
- *Blackboard Online Quiz 3: ProTools Interactive Test (Check deadline on BB)*

Week 7 - Final Project

- Importing MIDI
- Working with Virtual Instruments (Xpand!2)
- Final Project Development Instructor Review
- *Lab 6 – Final Project*

Week 8 - Open Lecture/Lab - Course review

- *Final Project Submission Due*