

MUS 1360 Intro to Music Technology | Syllabus

Contact Information

(I) Main Instructor: **Chris Shelton**

Email: shelton.d@ufl.edu

Website: <https://chrisheltonmusic.com>

Office Hours: by Appointment via Zoom

Class times for Section 001: Monday, Wednesday, and Friday (9:35am - 10:25pm)

Class times for Section 002: Tuesday and Thursday (Tuesday at 4:05pm - 6:00pm / Thursday at 4:05pm - 4:55pm)

Office Hours: by Appointment in the Lab or via Zoom

(II) Visiting Instructor: **Jose Valentino Ruiz, Ph.D. or “Dr. Ruiz”**

Email: jruiz@arts.ufl.edu

UF Faculty Profile: <https://arts.ufl.edu/directory/profile/166311>

Website: www.josevalentino.com

Office Hours: by Appointment in the Lab or via Zoom

Course Description

MUS1360 introduces the fundamentals of music technology in the context of its historical and cultural use. Scientific foundations of acoustics, hearing, and digital audio as well as technical skills for music production will be addressed; students will work on practical applications of these concepts and techniques. Furthermore, the instructor will encourage students to critically explore cultural aspects of music technology.

Required Textbooks

Recommended, not Required

Hosken, Dan. *An Introduction to Music Technology*. 2nd ed. New York, NY: Routledge, 2015.

Publisher link [here](#). Other example [here](#).

(to visit the textbook’s website, click [here](#).)

Required Materials

- **Headphones/Earphones**
- USB flash drive or external hard drive
- Google drive account
- Audio Interface
- Digital Audio Workstation
- Notation Software
- Computer

Course Content

Introduction to sound, audio, digital audio editing and processing, MIDI, music notation, and website design for musicians.

Course Objectives

Provide students definitions, critical knowledge, and practical experience of fundamental music technology topics, encompassing the items described in the Course Content.

Course Expectations

The students should:

- Read the Syllabus and all announcements and assignments thoroughly.
- Reserve a reasonable amount of time for homework (practicing, reading, listening, etc.) according to the demands of the course. Normally students need 4 to 6 hours a week for this class.
- Maintain a professional, respectful attitude towards other students and your instructor.
- Actively engage in every class, paying attention to the instructor and to other colleagues' activities.
- Not spend the class looking at their computers, unless instructed to do so. The instructor of this course is a live person, that exists outside the computer!
- Follow their progress on Canvas. Access elearning.ufl.edu for more information.
- Notify your instructor in case of any difficulty with the course—the instructor is here to help you!

The instructor should:

- Present content considering different types of learners.
- Maintain a professional, respectful attitude towards students.
- Carefully listen to students' questions and demands, and be prepared to help them to learn.
- Inspire students to enjoy all the activities of the course, and ultimately, music itself!
- Provide feedback regarding student's progress.

Evaluation information

Students

1. Written exams – May consist of quizzes, exams, and or special class assignments. Please see below one example question from a written exam:

The human ear can be divided into three basic parts: the outer ear, the middle ear, and the inner ear. The inner ear consists of the cochlea, which transforms mechanical energy into:

a. kinetic energy b. thermal energy c. frequency impulses
d. neural impulses
2. Projects – Practical activities to be realized using specific software and techniques discussed in class.

3. Reading reflections – Half a page text written as a response to the readings.
4. Assignments/homework – Mostly will consist of suggested activities from the textbook.
5. Attendance – Please see information in the grading section, below.

N.B.: Communication is not only writing/saying something; it is also what the reader/listener UNDERSTANDS from what has been written/said! With that in mind, students must ensure to clearly communicate their ideas, projects, responses, and answers.

Instructor

1. One-two instructor/course evaluations per semester. Students may keep anonymity.
2. Students are welcome to inform the instructor, by email or during office hours, of any suggestions, complaints, and critiques.
3. Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester and students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

Grading

1. Discussions = 10%
2. Final Version of Projects = 30%
3. Assignments & Homework = 50%
4. Attendance & Participation = 10%

Each class missed without a documented reason will deduct 10% of the total attendance grade (1% of the final grade). If the attendance grade reaches 0 the student automatically receives an E grade (failure).

** More about attendance and other details:*

- A documented reason for missing a class might be: medical report, concerts or special events, and death in the family.
- A documented reason for missing a class might NOT BE: broken alarms, tiredness, alligator in the way, or traffic.
- Students must inform (via email) the instructor about an absence at least 24 hours before the beginning of class.
- Special cases should be informed to the instructor, who might consider other reasons for excusing absences, following the norms of the University of Florida.

- No late work will be accepted unless one reason, from the ones presented above, is given.
- Tardiness is not allowed. The class begins exactly at the allotted time.
- Attendance will be verified in the beginning of every class.
- Students are responsible for learning the content of a missed class, and might (or should!) use office hours to prevent staying behind.

** More information about attendance [here](#).*

Grading Scale

Grade	Percent	Grade Points
A	93.4-100	4.00
A-	90.0-93.3	3.67
B+	86.7-89.9	3.33
B	83.4-86.6	3.00
B-	80.0-83.3	2.67
C+	76.7-79.9	2.33
C	73.4-76.6	2.00
C-	70.0-73.3	1.67
D+	66.7-69.9	1.33
D	63.4-66.6	1.00
D-	60.0-63.3	0.67
E	0-59.9	0.00

** More information on grades [here](#).*

**Course Calendar: Section 001 Monday, Wednesday,
Friday**

	Mondays	Wednesdays	Fridays
Week 1	NO CLASS MEETING	Syllabus & Class Overview	Lecture on DAWs & Production
Week 2	Lecture on DAWs & Production	Lab	Lab. Submit HW #1 by 11:59pm
Week 3	NO CLASS MEETING	Lecture on DAWs & Production (Live Audio Recording Techniques)	Lab & Q&A
Week 4	Lecture on DAWs & Production (Live Audio Recording Techniques)	Lab	Lab. Submit HW #2 by 11:59pm
Week 5	Lecture on DAWs & Production (vocal Recording Techniques)	Lab	Lab. Submit HW #3 by 11:59pm
Week 6	Class Showcase + Additional Suggestions	Lecture on Film Scoring for Commercials	Lecture on Film Scoring for Commercials/Assignment #4 Discussion
Week 7	Lab/Have 2 Commercials Chosen	Lab	Lab & Q&A
Week 8	Lab	Lab	Lab. Submit HW #4 by 11:59pm
Week 9	Class Showcase + Additional Suggestions	Lecture on Film Scoring for Movies or TV Scenes	Lecture on Film Scoring for Movies or TV Scenes
Week 10	SPRING BREAK	SPRING BREAK	SPRING BREAK
Week 11	Notation Software Lecture for Assignment #1/Have Movie Scene Chosen	Lab & Q&A	Lab. Submit HW #5 by 11:59pm
Week 12	Lab & Q&A	Lab & Q&A	Lab. Submit HW #6 by 11:59pm
Week 13	Class Showcase + Additional Suggestions	Lecture on Mastering/Showcase Prep	Lecture on Mastering (reiterating information) & Q&A/Showcase Prep
Week 14	Lab/Showcase Prep	Lab/ Producer's Showcase (7:20pm)	Lecture on Notation Software & Compositional Techniques
Week 15	Lecture on Notation Software & Compositional Techniques	Lab	Lab. Submit HW #7 by 11:59pm
Week 16	Lab/Office Hour	Lab/Final Version of Assignments Submitted by 11:59pm	NO CLASS MEETING

Section 002: Tuesdays and Thursdays Class Itinerary

	Tuesdays	Thursdays	Fridays
Week 1	NO CLASS MEETING	Syllabus & Class Overview	
Week 2	Lecture on DAWs & Production	Lab	Submit HW #1 by 11:59pm
Week 3	Lecture on DAWs & Production (Live Audio Recording Techniques)	Lecture on DAWs & Production (Live Audio Recording Techniques)	
Week 4	Lecture on DAWs & Production (Live Audio Recording Techniques)	Lab	Submit HW #2 by 11:59pm
Week 5	Lecture on DAWs & Production (vocal Recording Techniques)/Lab	Lab	Submit HW #3 by 11:59pm
Week 6	Class Showcase + Additional Suggestions/Film Scoring for Commercials	Lecture on Film Scoring for Commercials/Assignment #4 Discussion	
Week 7	Lab/Have 2 Commercials Chosen	Lab	
Week 8	Lab	Lab	Submit HW #4 by 11:59pm
Week 9	Class Showcase/Lecture on Film Scoring for Movies or TV Scenes	Lecture on Film Scoring for Movies or TV Scenes	
Week 10	SPRING BREAK	SPRING BREAK	SPRING BREAK
Week 11	Notation Software Lecture for Assignment #1/Have Movie Scene Chosen	Lab & Q&A	Lab. Submit HW #5 by 11:59pm
Week 12	Lab & Q&A	Lab & Q&A	Submit HW #6 by 11:59pm
Week 13	Class Showcase/Lecture on Mastering/Showcase Prep	Lecture on Mastering (reiterating information) & Q&A/Showcase Prep	
Week 14	Lab/Showcase Prep (Showcase Wednesday 7:20pm)	Lecture on Notation Software & Compositional Techniques	
Week 15	Lecture on Notation Software & Compositional Techniques/Lab	Lab	Submit HW #7 by 11:59pm
Week 16	Lab/Final Version of Assignments Submitted by 11:59pm	NO CLASS MEETING	

Course Schedule

Unit 1: MIDI, Techniques for the Recording Arts & Sciences, Website

Unit 2: Mixing, Editing, Live Instrumental Recording Techniques

Unit 3: Vocal Recording Techniques

Unit 4: Film Scoring for Visual Media

Unit 6: Mastering Techniques

Unit 7: Notation Software Navigation

Computer Lab Hours

In order to have a reasonable amount of time to work at the school computers, students should frequently check the computer lab hours, as it may change on a weekly basis.

Class attendance, Make-up Exams, and Attendance

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies. [Click here to read the university attendance policies.](#)

Accommodations for Students with Disabilities

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center.](#) It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Grading Scale

Click here for [Information on current UF grading policies for assigning grade points.](#)

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results>

Technical Issues

To resolving technical issues, visit the helpdesk website or call 352-392-4357.

Cheating and Plagiarism

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following

pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click [here](#) to read the Conduct Code. If you have any questions or concerns, please consult with the instructor or TAs in this class.

In-Class Recording Policy

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are **STRICTLY CONTROLLED**. The **ONLY** allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is **PROHIBITED**. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Campus Resources

Health and Wellness

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care](#) website to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the [Counseling and Wellness Center](#) website or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center](#) website.

University Police Department: Visit [UF Police Department](#) website or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Emergency Room and Trauma Center](#) website.

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Academic Resources

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

[Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

[Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.

[Teaching Center](#): Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

[Writing Studio](#): 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: Visit the [Student Honor Code and Student Conduct Code webpage for more information.](#)

On-Line Students Complaints: View the [Distance Learning Student Complaint Process.](#)