

COURSE SYLLABUS



COURSE TITLE: MTEC 100: Introduction to Music Technologies
CLASS SECTION: DX01
TERM: Winter 2025
COURSE CREDITS: 3
DELIVERY METHOD: Distance Learning

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's Territorial Acknowledgement:

<https://camosun.ca/indigenization-territorial-acknowledgement>

INSTRUCTOR DETAILS

NAME: Dr. Jonathan Haek

EMAIL: haek@vcm.bc.ca

OFFICE: None.

HOURS: Please email to arrange a meeting.

Course instructors endeavour to provide an inclusive learning environment. If you experience barriers to learning in this course, do not hesitate to discuss them with your instructor. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course offers an introduction to music technologies used in contemporary artistic practice. Technologies introduced include software for score notation and Musical Instrument Digital Interface (MIDI), podcasts and videocasts, websites and social media, and basic audio/video recording and editing.

PREREQUISITE(S):

All of:

- C in MUSC 110

CO-REQUISITE(S):

None

EXCLUSION(S):

None

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon completion of this course a student will be able to:

1. Prepare and produce a fragment of musical score using score notation software for use in an educational music performance setting.
2. Perform a fragment of musical score using Musical Instrument Digital Interface (MIDI) to express accurately the sounding context of the music set.
3. Prepare and present a small segment of lecture-recital via podcast or videocast performance for personal archive use by the performer(s).
4. Record, edit, and render a simple video recording of a solo or small group musical performance for personal archive use by the performer(s).
5. Summarize elements of current social media opportunities and options in a technology context as these apply to promotion of the emerging professional musician.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

WEBSITE: <https://online.camosun.ca/> Login to Desire2Learn (D2L) for access.

TEXTBOOK: None. All readings provided on course website in D2L.

HARDWARE: As specified on the course website: Laptop or desktop computer (not Chromebook), speakers or headphones or earphones, microphone or portable audio recorder, and audio interface (if necessary).

SOFTWARE: As specified on the course website: REAPER, CoolSoft VirtualMIDISynth (for Windows users only), Arachno SoundFont, Blue Cat Audio Plug-ins, and LAME encoder.

OTHER: Internet access to the course website in D2L. **Administrative permissions to install software** on the computer being used for the course.

OPTIONAL HARDWARE: As specified on the course website: MIDI keyboard or synthesizer, Video camera or webcam or internal camera, portable device.

OPTIONAL SOFTWARE: As specified on the course website: PrimoPDF (for Windows users only), QuickTime Player, iTunes, and GarageBand (for Mac users only).

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

DATES: 14 Weeks, January 6 - April 12. Plus, April 14-23 for final project submission.

CLASS LOCATION: Distance Learning, the Camosun College Desire2Learn online platform.

CLASS TIMES: Distance Learning, self-paced weekly or biweekly Modules.

HOLIDAYS: Week 7, Monday-Friday, February 17-21: Family Day and Reading Break.
Final Project Period, Friday, April 18: Good Friday.
Final Project Period, Monday, April 21: Easter Monday.

The following schedule provides an outline of weekly progress through the course Modules. Assessments will be “collected” three times throughout the Term (February 16, March 16, and April 23), as indicated by the groups of bracketed due dates in the schedule. **Important Note:** Weeks in MTEC 100 will begin on Mondays at 12:00 AM, and end on Sundays at 11:59 PM.

The schedule and course components below are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK(S)	DATE RANGE	TOPIC, ASSESSMENTS, and DUE DATES
Week 1	Jan. 6-12	Course Orientation Module. Software Installation (Recommended to complete by Sun., January 19) [Due Sun., February 16, 11:59 PM] Discussion: Your Hardware Setup
Week 2	Jan. 13-19	Module 1. Technology in Music. [Due Sun., February 16, 11:59 PM] Discussion: Your Music Technology [Due Sun., February 16, 11:59 PM] Self Assessment 1
Week 3	Jan. 20-26	Module 2. Musical Instrument Digital Interface (MIDI). [Due Sun., February 16, 11:59 PM] Quiz 1
Weeks 4-5	Jan. 27 - Feb. 9	Module 3. Music Notation Software. [Due Sun., February 16, 11:59 PM] Music Notation Project
Weeks 6-7	Feb. 10-23	Module 4. MIDI Sequencing Techniques. (Holidays: Monday-Friday the 17 th -21 st is Family Day + Reading Break) [Due Sun., March 16, 11:59 PM] Note Value Exercise [Due Sun., March 16, 11:59 PM] MIDI Sequencing Project
Week 8	Feb. 24 - Mar. 2	Module 5. Recording Equipment. [Due Sun., March 16, 11:59 PM] Disc.: Your Recording Environment [Due Sun., March 16, 11:59 PM] Self Assessment 2
Week 9	Mar. 3-9	Module 6. Sound and Digital Audio. [Due Sun., March 16, 11:59 PM] Quiz 2
Weeks 10-11	Mar. 10-23	Module 7. Digital Audio Recording. [Due Weds., April 23, 11:59 PM] Recording Project
Week 12	Mar. 24-30	Module 8. Music Presentation Technology. [Due Weds., April 23, 11:59 PM] Discussion: Your Evaluation Strategy [Due Weds., April 23, 11:59 PM] Self Assessment 3
Week 13	Mar. 31 - Apr. 6	Module 9. Internet Technology and Social Media. [Due Weds., April 23, 11:59 PM] Internet Project (Extra Credit)
Week 14	Apr. 7-13	Module 10. Trends and Future Directions. [Due Weds., April 23, 11:59 PM] Disc.: Your Future Music Tech. (Ex. Cr.)
Final Project Period	Apr. 14-23	All final submissions due Wednesday, April 23, 11:59 PM (Holiday: Friday the 18 th is Good Friday) (Holiday: Monday the 21 st is Easter Monday)

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the CAL exams page at <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>.

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
Exercise:	Sequencing [1 total]	5%
Quizzes:	MIDI, Sound and Digital Audio [2 total]	20%
Projects:	Notation, Sequencing, Recording [3 total]	60%
Participation:	Discussions (4), Self Assessments (3) [7 total]	15%
TOTAL		100%

If you have a concern about a grade you received for an evaluation, please see your instructor as soon as possible. Refer to the Grade Review and Appeals policy for more information at <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>.

COURSE GUIDELINES & EXPECTATIONS

- A. The average amount of time spent working on materials for this course is 3 hours per week. The weekly schedule in the Course Schedule section, above, outlines the weekly/biweekly modules of content that are to be completed in order. For each week of the term, topics and assessment due dates are provided.
- B. The Evaluation of Learning section, above, outlines the basis of student assessment. The **participation** portion of your grade consists of seven (7) assessments in total: four (4) discussions, and three (3) self-assessment quizzes. The **exercise** portion of your grade consists of one (1) exercise. The **quiz** portion of your grade consists of two (2) quizzes. The **project** portion of your grade consists of three (3) projects. Assessments within each category (participation, exercise, quizzes, and projects) are weighted equally.
- C. In order to receive full credit for each of the graded assessments, you must submit them by their respective due dates and times. In the event you do not meet a submission deadline and you have not been given an extension (see Part D below), I will accept your late work with penalty. Points will be deducted for **each day** an assignment is late (1 point per day, up to a maximum of 30 deducted). Please do your best to submit your work as soon as you have completed it, even if the deadline has passed.
- D. Since this online course is asynchronous (no scheduled class meetings), missing class for holidays or illness is not a concern. You may, however, experience illness that prevents you from meeting a submission deadline. In order to receive an extension in this case, contact the instructor before the deadline and, if requested, forward documentation to the instructor from a doctor (or certified healthcare professional) as soon as possible, preferably before the deadline passes. This documentation is required to include a clear statement of WHAT you could not do and WHEN you could not do it (e.g., "Student was bedridden from March 5-7," or "Student will not be able to use right hand for two weeks, March 1-15"). It is not necessary to disclose the reason for your illness. Upon approval of your doctor's note, accommodations within reason will be made to help you complete missed work. Note: It is your responsibility to be aware of assessment deadlines and to pace your weekly progress so that you are able to meet these deadlines. **Please contact the instructor as soon as you anticipate that you might miss a submission deadline for any reason.**
- E. Should problems or difficulties with the course materials arise, please contact the instructor as soon as possible. Suggestions for extra help customized to your specific needs will be provided.

SCHOOL OR DEPARTMENTAL INFORMATION

SCHOOL: Camosun Arts and Science

DEPARTMENT: Music (Victoria Conservatory of Music)

Through its partnership with the Victoria Conservatory of Music, Camosun offers three music programs in classical and contemporary disciplines, with courses at the foundational level, in music technologies, and in music performance.

All Music Program students are registered Camosun College students entitled to receive all services – including but not limited to academic and personal support – as provided by both Camosun College and the Victoria Conservatory of Music. Music Program students are bound by all policies – including but not limited to academic, administrative, and personal conduct policies – of both Camosun College and the Victoria Conservatory of Music.

STUDENT RESPONSIBILITY

Enrollment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies, demonstrating courtesy and respect toward others, and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <https://camosun.ca/services>.

Academic Advising	https://camosun.ca/advising
Accessible Learning	https://camosun.ca/accessible-learning
Counselling	https://camosun.ca/counselling
Career Services	https://camosun.ca/coop
Financial Aid and Awards	https://camosun.ca/financialaid
Help Centres (Math/English/Science)	https://camosun.ca/help-centres
Indigenous Student Support	https://camosun.ca/indigenous
International Student Support	https://camosun.ca/international/
Learning Skills	https://camosun.ca/learningskills
Library	https://camosun.ca/services/library/
Office of Student Support	https://camosun.ca/oss
Ombudsperson	https://camosun.ca/ombuds
Registration	https://camosun.ca/registration
Technology Support	https://camosun.ca/its
Writing Centre	https://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (e.g., physical, depression, learning, etc.). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs and, where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure that you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and how to get started at <http://camosun.ca/services/accessible-learning/>.

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.1.pdf> for details about how students' academic progress is monitored and what steps can be taken if you are at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadlines for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy / Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading. Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space will be offered to the next waitlisted student. Please see the "Attendance" section under "Registration" at <http://camosun.ca/learn/calendar/current/procedures.html> and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information, see the Sexualized Violence and Misconduct Policy <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and visit <http://camosun.ca/sexual-violence>. Contact the Office of Student Support at oss@camosun.ca or by phone at 250-370-3046 or 250-370-3841.

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. It is also expected that all students conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review the Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses, if it becomes necessary, so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.