

# COURSE SYLLABUS



COURSE TITLE: MTEC-220-Music Recording: Fundamentals

CLASS SECTION: DX01

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Distance Learning

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

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## INSTRUCTOR DETAILS

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NAME: Dr. Jonathan Haek

EMAIL: haek@vcm.bc.ca

OFFICE: None.

HOURS: Please email to arrange a meeting.

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

## CALENDAR DESCRIPTION

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In this course students will learn fundamental elements of digital audio recording. A variety of acoustic settings and performance groups, acoustic and electronic, will be studied. Focus will be on audio recording live music performance for personal and light-commercial use using software. Both commonplace and professional-caliber recording hardware will be explored.

PREREQUISITE(S):

All of:

C in MUSC 110

CO-REQUISITE(S):

EQUIVALENCIES:

## COURSE LEARNING OUTCOMES / OBJECTIVES

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

Identify and set-up appropriate equipment to record digital audio of acoustic performance. Capture a digital audio recording of a live acoustic musical performance for personal or lightcommercial.

Discuss the attributes and applications of a variety of digital audio recording software programs and hardware elements for personal, light-commercial, or academic use.

Apply basic and essential audio mixing techniques in a variety of music recording settings to recordings for personal, academic, or light-commercial use.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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**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, microphone, and audio interface (if necessary). **OPTIONAL:** Portable recording device, and MIDI keyboard or synthesizer.

**SOFTWARE:** As specified on the course website: REAPER, Audacity, Blue Cat Audio Plug-ins, and LAME encoder. **Please wait to purchase, download, and install any new software until directed to do so on the course website.** **OPTIONAL:** QuickTime Player, iTunes, and GarageBand (for Mac users only).

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

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

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**DATES:** 14 Weeks, September 3 - December 9. Plus, December 10-16 for final project submission.

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

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

**HOLIDAYS:** "Week" 4, Monday, September 30: Truth and Reconciliation Day.

"Week" 6, Monday, October 14: Thanksgiving Day.

"Week" 10, Monday, November 11: Remembrance Day.

The following schedule provides an outline of weekly progress through the course Modules. Assessments will be “collected” three times throughout the Term (Oct. 14, Nov. 25, and Dec. 16), as indicated by the groups of bracketed due dates in the schedule. **Important Note:** The “weeks” in MTEC 220 will begin on Tuesdays at 12:00 AM, and end on Mondays 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
<b>Week 1</b>	Sept. 3-9	<b>Course Orientation Module.</b> Software Installation (Recommended to complete by Monday, Sept. 16) [Due Monday, Oct. 14, 11:59 PM] Discussion: Your Hardware Setup
<b>Week 2</b>	Sept. 10-16	<b>Module 1.</b> History of Sound Recording. [Due Monday, Oct. 14, 11:59 PM] Discussion: Living in a Recording Era [Due Monday, Oct. 14, 11:59 PM] Self Assessment 1
<b>Weeks 3-4</b>	Sept. 17-30	<b>Module 2.</b> Fundamentals of Sound. [Due Monday, Oct. 14, 11:59 PM] Quiz 1 (Holiday: Monday the 30 <sup>th</sup> is Truth and Reconciliation Day)
<b>Week 5</b>	Oct. 1-7	<b>Module 3.</b> Basic Acoustics. [Due Monday, Oct. 14, 11:59 PM] Self Assessment 2
<b>Weeks 6-7</b>	Oct. 8-21	<b>Module 4.</b> Digital Audio Fundamentals. [Due Monday, Nov. 25, 11:59 PM] Quiz 2 (Holiday: Monday the 14 <sup>th</sup> is Thanksgiving Day)
<b>Week 8</b>	Oct. 22-28	<b>Module 5.</b> Recording Equipment. [Due Monday, Nov. 25, 11:59 PM] Self Assessment 3
<b>Weeks 9-11</b>	Oct. 29 - Nov. 18	<b>Module 6.</b> Digital Audio Recording in REAPER. [Due Monday, Nov. 25, 11:59 PM] Project 1 (Holiday: Monday the 11 <sup>th</sup> is Remembrance Day)
<b>Week 12</b>	Nov. 19-25	<b>Module 7.</b> Microphone Placement Techniques.
<b>Weeks 13-14</b>	Nov. 26 - Dec. 9	<b>Module 8.</b> Basic Audio Editing and Mixing. [Due Monday, Dec. 16, 11:59 PM] Project 2

WEEK(S)	DATE RANGE	TOPIC, ASSESSMENTS, and DUE DATES
Final Project Period	Dec. 10-16	All final submissions due Monday, Dec. 16, 11:59 PM

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 notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
<b>Quizzes:</b> Fundamentals of Sound, Digital Audio Fundamentals [2 total]	30%
<b>Projects:</b> Basic Recording, Multi-Track Recording [2 total]	50%
<b>Participation:</b> Discussions (2), Self Assessments (3) [5 total]	20%
<b>TOTAL</b>	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.

<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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- A. The average amount of time spent working on materials for this course is 2 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 five (5) assessments in total: two (2) discussions, and three (3) self-assessment quizzes. The **quiz** portion of your grade consists of two (2) quizzes. The **project** portion of your grade consists of two (2) projects. Assessments within each category (participation, 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 October 5-7," or "Student will not be able to use right hand for two weeks, October 1-15"). It is not necessary to disclose the reason for your illness. Upon approval of your request and/or 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

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**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

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Enrolment 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

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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 [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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 Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### 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 (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

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 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 Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 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. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.



