

# COURSE SYLLABUS



**COURSE TITLE:** MTEC-222: Digital Audio Mixing & Editing

**CLASS SECTION:** DX01

**TERM:** Winter 2025

**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:** Thilo Schaller

**EMAIL:** thilo.schaller@online.camosun.ca

**OFFICE:** N/A

**HOURS:** Arranged By Appointment Online

*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.*

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## CALENDAR DESCRIPTION

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In this class students will learn fundamental skills of digital audio mixing and editing of recorded music using current software. A full range of post-recording aspects of production from raw data to produced delivery format will be explored. Focus will be on audio production for personal and light-commercial use.

### PREREQUISITE(S):

All of:

- C in MTEC 220

### CO-REQUISITE(S):

Not applicable

### EXCLUSION(S):

Not applicable

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## COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Perform basic mixing techniques on recorded digital audio material to produce a recording appropriate for portfolio presentation.

2. Apply basic techniques of music editing in the production of an audio recording appropriate for portfolio presentation.
3. Apply signal processing such as equalization, compression, and reverberation in the production of a finished recording appropriate for portfolio presentation.
4. Complete the process of producing and delivering a basic audio recording in a contemporary delivery format.
5. Discuss the attributes and applications of a variety of digital audio mixing and editing software programs in their application to professional and academic settings.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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**TEXTS:** D2L contains all course texts or provides links to sites with the relevant materials.

**OTHER:** Computer (Mac or PC), Audio/MIDI interface, loudspeakers or headphones, Reaper (software)

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

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

**DATES:** 14 Weeks, January 6 – April 12.

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

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

This course is entirely delivered online through D2L. A new module will be made available weekly or bi-weekly throughout the semester. Each module contains text, videos, quizzes, listening quizzes, and assignments that must be completed before accessing the next module.

**Technical Ear Training:** In addition to practical exercises and quizzes, technical ear training is an essential part of the course. To develop technical listening skills, you are required to practice with the introduced software modules on a regular basis and complete all listening quizzes. Please note that listening skills develop over time, so the more regular your practice, the greater your progress.

**Deadlines:** You are expected to complete each module and submit the assignments by the stated deadline to receive full credit. Late submissions will be accepted with a late penalty. Please try to submit all assignments on time as the assignments progress in complexity and build upon each other. If you have any questions or problems with any of the assignments, please contact your instructor as soon as possible.

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)

DESCRIPTION	WEIGHTING
<p>Assignments (56%): Assignments are designed to apply concepts to the basic mixing of music within a DAW. To pass the course, every assignment must be submitted within the provided timeframe. This course contains 8 assignments, each worth 7% of your final grade.</p> <p>Grading Criteria:</p> <ul style="list-style-type: none"> <li>○ Full marks (7% of final grade): submitted on time, assignment submission goes beyond the expectations described in the assignment document by displaying additional creative use of the applied techniques</li> <li>○ 6%: submitted on time, assignment fulfills the expectations described in the assignment document</li> <li>○ 5%: submitted on time, assignment submission fulfills some of the expectations described in the assignment document</li> <li>○ 4%: submitted within two weeks after the submission deadline, assignment fulfills the expectations described in the assignment</li> <li>○ 3%: submitted within two weeks after the submission deadline and fulfills some of the expectations described in the assignment document</li> <li>○ 2%: submitted later than two weeks after the submission deadline and fulfills the expectations described in the assignment document</li> <li>○ 0%: not submitted or failing to show that technical concepts are applied effectively</li> </ul>	56%
<p>Listening Quizzes (24%): Technical listening quizzes are designed to test the ability to recognize frequency bands. The quizzes gradually increase in complexity throughout the semester. This course contains 8 listening quizzes. Each quiz is worth 3% of your final grade.</p>	24%
<p>Final Project (20%): The course cumulates in a final project in which you will apply the knowledge and skills you have acquired and developed throughout the course. The final project is worth 20% of the final grade.</p> <p>Grading Criteria:</p> <ul style="list-style-type: none"> <li>○ Full marks (20%): submitted on time, final project submission shows artistically and technically convincing and professional sounding mix.</li> <li>○ Marks will be subtracted for: <ul style="list-style-type: none"> <li>▪ Late submission</li> <li>▪ Unbalanced mix</li> <li>▪ Failing to show that technical concepts of the course have been understood and applied effectively</li> </ul> </li> </ul>	20%

DESCRIPTION	WEIGHTING
TOTAL	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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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. To receive full credit for each graded assessment, 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 a penalty. Points will be deducted as described in the evaluation section of this course syllabus. Please do your best to submit your work as soon as you have completed it, even if the deadline has passed.
- C. Missing class for holidays or illness is not a concern for this online course. You may, however, experience an illness that prevents you from meeting a submission deadline. In this case, if you wish to receive an extension, you must promptly forward documentation to the instructor from a doctor (or certified healthcare professional), preferably before the deadline passes. This documentation is required to include a clear statement from your doctor 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 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.**

- D. If problems or difficulties with the course materials arise, please contact the instructor immediately. 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>

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Support Service	Website
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>

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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.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### 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.