



UNIVERSITY OF CENTRAL FLORIDA

**MUS 2360C: Introduction to Music Technology**  
School of Performing Arts | College of Arts & Humanities

**COURSE SYLLABUS**

**Instructor: Dr. Thomas Harrison**

**Office: Music building, Director's Suite M255B**

**Office phone: (407)823-2489**

**Email: [Thomas.Harrison@ucf.edu](mailto:Thomas.Harrison@ucf.edu)**

**Term: Fall 2018**

**Class Meeting Days: Tuesdays**

**Class Meeting Hours: 10:30-11:45**

**Office Hours: Tuesdays, Thursdays 9:00-10:30**

**Wednesdays 1:00-2:00**

**Catalog Course Description**

Utilization of computers and keyboards to acquire skills in MIDI sequencing, notation, CDs, and the Internet. Pre-requisite Music Major or C.I.

**Additional Course Description**

This course is a mixed-mode course that provides lecture materials via PowerPoint presentations via Canvas, while participating in lab work with the professor one day a week. This course is focused on examining the basics of music specific technology and its application to a career in the field of music. Throughout the semester, we will lay the foundation for a wide variety of topics and applications that can be followed up with further study.

**Course Objectives and Expectations**

Upon successful completion of this course, students will be able to:

- Recognize basic properties of acoustic and digital sound
- Understand the history of music technology and its development in contemporary uses
- Create and edit sound in a digital environment
- Design sound using sequencing and virtual instruments
- Create basic printed materials using music notation software
- Organize media on a website

**Course Prerequisites**

Prior to enrolling in this course, students should have basic computer skills including word processing and other productivity software, email, and internet usage. Students should also be fluent in music notation and understand basic music terminology. Students in need of these skills should take a different course before continuing with this one. **This is particularly important for non-music majors.**

## Required Text & Materials

- Foundations in Music Technology by V.J. Mango (ISBN #9780199368297)
- USB flash drive
- Headphones with a 1/4” adapter. **Both must be brought at each lab period.**

## Required Downloadable Software/Freeware

- FMT, accompanies our text: [www.vjmanzo.com/oup/fmt/](http://www.vjmanzo.com/oup/fmt/)

## Recommended Software (which is not cheap, but good to have)

Finale 25  
Pro Tools 12

## Communication

All communication regarding this course should be maintained through Webcourses. I will disperse regular announcements and you can reach me through the Webcourses “Inbox” feature.

## Evaluation Procedures and Grading Scale and Breakdown

9 Lab Assignments, 4 points each		36
5 In class module Quizzes based on the Canvas materials and the reading	30	
1 Orchestral Notation Assignment (due 11/27)		10
Final lab & Presentation	24	
	Total	100

## Grading Scale (percentage out of a possible 100 points)

94-100 A  
90-93 A-  
87-89 B+  
84-86 B  
80-83 B-  
77-79 C+  
74-76 C  
70-73 C-  
67-69 D+  
64-66 D  
60-63 D-  
0 - 59 F

• **Lab Assignments:** A collection of nine small, and one large lab assignments have been created to correspond to the online lecture material. The first lab assignment will be due on the first Friday of the semester at 5 p.m. Subsequent lab assignments will open during our class meeting on Thursday, and “generally” will be due on Tuesdays at 10 a.m.

**This is important:** I encourage everyone to complete the labs as soon as they can. We only have authorizations for 12 of the 24 stations in the lab for the spring 2018 semester (which will change in

subsequent semesters. In order for you to work efficiently where you do not have to wait for an authorization key to free up, it is best to work as quickly as you can.

- **Lecture component:** The material that would be covered in an ‘in-class’ lecture will be provided through the modules online. There will be a lecture on the week’s topics “generally” at the beginning of the Tuesday meeting, and the material from the lectures will be a part of each of the four Quizzes. As thus, you should avoid being late.

- **Reading component:** There will be a selection of questions from the reading on each of the four Quizzes.

- **Final Lab and Presentation.** Each student will organize media to design and publish an ePortfolio attached to their Canvas account. They will include a digital arrangement as a part of the media included on the website. In addition to developing their site, each student will also deliver presentation on the process and features, and final arrangement. The presentations will be shared with your classmates during the scheduled final exam time.

- **Attendance/Participation:** Though Attendance is not a portion of the grade, attendance and class participation is expected on a regular basis. If you don’t come to class, you are wasting someone’s money. It could very well be your own. You will receive help for your lab during the lab time, and if you don’t come, you won’t be able to enjoy your professor’s help.

## Deadlines

Since you are notified on the first day of the course of the Pro Tools authorization issue, you should be aware that no late work will be accepted without prior approval. Any assignment not submitted by the due date will not receive full credit. Assignments **may** be considered for partial credit if submitted late, but this is up to the instructor’s discretion. Remember, you have been asked to work on the assignments as quickly as you can from the first day of the semester.

## Academic Integrity

Students should familiarize themselves with UCF’s Rules of Conduct at <http://osc.sdes.ucf.edu/process/roc>. According to Section 1, “Academic Misconduct,” students are prohibited from engaging in

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else’s efforts and used as part of an examination, course assignment, or project.
3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor’s PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
4. Falsifying or misrepresenting the student’s own academic work.
5. Plagiarism: Using or appropriating another’s work without any indication of the source, thereby attempting to convey the impression that such work is the student’s own.

6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
7. Helping another violate academic behavior standards.

For more information about Academic Integrity, consult the International Center for Academic Integrity <<http://academicintegrity.org>>.

For more information about plagiarism and misuse of sources, see “Defining and Avoiding Plagiarism: The WPA Statement on Best Practices” <<http://wpacouncil.org/node/9>>.

## **Responses to Academic Dishonesty, Plagiarism, or Cheating**

Students should also familiarize themselves with the procedures for academic misconduct in UCF’s student handbook, *The Golden Rule* <<http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf>>. UCF faculty members have a responsibility for students’ education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a “Z Designation” on a student’s official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <<http://goldenrule.sdes.ucf.edu/zgrade>>.

## **Course Accessibility Statement**

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) <<http://sas.sdes.ucf.edu/>> (Ferrell Commons 185, [sas@ucf.edu](mailto:sas@ucf.edu), phone 407-823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

## **Campus Safety Statement**

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide’s physical location and review the online version at <[http://emergency.ucf.edu/emergency\\_guide.html](http://emergency.ucf.edu/emergency_guide.html)>.
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see <<http://www.ehs.ucf.edu/AEDLocations-UCF>> (click on link from menu on left).
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <<https://my.ucf.edu>> and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the

Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”

- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video (<[You CAN Survive an Active Shooter](#)>).

### **Campus Safety Statement for Students in Online-Only Course**

Though most emergency situations are primarily relevant to courses that meet in person, such incidents can also impact online students, either when they are on or near campus to participate in other courses or activities or when their course work is affected by off-campus emergencies. The following policies apply to courses in online modalities.

- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <<https://my.ucf.edu>> and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
- Students with special needs related to emergency situations should speak with their instructors outside of class.

### **Make-Up Assignments for Authorized University Events or Co-curricular Activities**

Students who represent the university in an authorized event or activity (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with documentation in advance to arrange a make-up. No penalty will be applied. For more information, see the UCF policy at <<http://policies.ucf.edu/documents/4-401.1MakeupAssignmentsForAuthorizedUniversityEventsOrCocurricularActivities.pdf>>

### **Religious Observances**

Students must notify their instructor in advance if they intend to miss class for a religious observance. For more information, see the UCF policy at <<http://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservancesFINALOct17.pdf>>.

### **Deployed Active Duty Military Students**

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

## Course schedule

(which could be altered in the event of unusual circumstances; your flexibility is appreciated in advance)

**Please note that the Orchestral notation assignment will be assigned in module one, but due on 11/27**

- 8/21-9/4      Module One: Using the computer to realize music.  
Reading p. 80-120.  
Lab Assignment #1 due 8/24  
Lab Assignment #2 lecture 8/28, due 9/4  
Quiz #1 9/4
- 9/11-9/25     Module Two: Properties of Sound and Acoustics.  
Reading p. 1-13, 121-132.  
Lab Assignment #3 lecture 9/11, due 9/18  
Lab Assignment #4 lecture 9/18, due 9/25  
Quiz #2 9/25
- 10/2-10/30    Module Three: Audio and Signal Processing.  
Reading p. 14-50. 135-147.  
Lab Assignment #5 lecture 10/2, due 10/9  
Lab Assignment #6 no lecture on 10/9 in lieu of recording times. There will be recording signups between 10/9 and 10/12. Lab #7 due 10/16  
Lab Assignment #7 lecture 10/16, due 10/23  
Quiz #3 10/23  
Quiz #4 10/30
- 11/6-20        Module Four: MIDI and Synthesis.  
Reading p. 51-79  
Lab Assignment #8 lecture 11/6, due 11/13  
Lab Assignment #9 lecture 11/13, due 11/20  
Quiz #5 11/20
- 11/27-12/4    Module Five: The final project.  
No lecture no lecture on 11/27 lieu of recording times for the final project. There will be recording signups between 11/27-11/30.  
Orchestral notation Assignment due 11/27  
Project presentations 12/4