



**TPA 3265c: Sound Design for Theatre I**  
Theatre Department  
College of Arts and Humanities, University of Central Florida

**COURSE SYLLABUS**

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Instructor:	Robert Dagit	Term:	Spring 2018
Office:	116B – Building 6	Class Meeting Days:	Tues/Thurs
Phone:	(407) 823-0747	Class Meeting Hours:	3pm-4:50pm
E-Mail:	<a href="mailto:robert.dagit@ucf.edu">robert.dagit@ucf.edu</a>	Class Location:	PAC-204
Office Hours:	By Appointment	Lab Locations:	Light Lab Theatre Building

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**I. Welcome!**

Welcome to Sound Design, the fun filled exciting class where you get to learn about the varied elements of a Sound Design.

**II. University Course Catalog Description**

Introduction to Sound Design for the Theatre.

**III. Course Overview**

Sound Design is an introductory course designed to stimulate understanding of both the aesthetic and technical aspects of sound and sound design. Students will be introduced to listening exercises, the properties of sound, sound-reproducing equipment, music and sound construction for dramatic material, etc. to establish a fundamental skill set to be able to create a realized Sound Design for the Stage.

**IV. Course Objectives**

By the end of the course you will establish fundamental building blocks to various Sound Designer and develop the tools to function as a Sound Designer for UCF Theatre.

**V. Course Prerequisites**

BFA Design and Technology or Stage Management Major and  
“C” (2.0) or better in TPA 2220c – Stage Electronics, THE 2305 – Script Analysis for the Theatre, TPA 2000C – Design Basics,  
and TPA 4250C – CADD for theatre.  
or by Special Permission.

**VI. Course Credits**

3

## VII. Required Texts and Materials

### Books:

Leonard, John. Theatre Sound. ISBN: 087830116X

Lebrecht, James & Kaye, Deena. Sound and Music for the Theatre – 4<sup>th</sup> edition. ISBN: 1138023434

### Materials:

Paper and Pencil:

For Notes, this is the only allowed way to take notes in this class.

Dedicated Flash Drive:

You will need at least one dedicated 8Gb flash drive for the class to turn in materials

It is advised to have at least two 16Gb flash drives and an additional 32Gb Drives to hold everything.

### DAW:

Any will be acceptable for use for with the class.

(Pro Tools, Adobe Audition, Logic Pro, Garage Band, Sony Acid, Audacity, Reaper, Etc.)

The expectation is that the student will learn their DAW of choice without much instruction.

Audacity is free of charge for personal use. Logic is installed in the computer lab

Demo's will be primarily done using Audacity & Pro Tools.

### Audio Playback:

We will be using 2-channel Q-Lab 3 for Audio playback for the purposes of this class.

It is free to use, but only for mac. The computer labs have it installed.

### Drafting Software:

Vectorworks – Free for Students

### Video software:

Either I-movie or Windows Movie Maker (Free)

### Portable Audio Recorder:

i.e.: Zoom H1, Zoom H2n, Zoom H4n, Zoom H6, Blue Snowball, etc.

The Recorder MUST record in at least 44.1/16 KB .wav format.

You will need a SD card to store the files.

### Headphones:

Full sized Stereo Headphones with mini 1/8" and ¼" adapter (for monitoring and working in the studio)

No Cheap Earbuds: Must be over the ear style – Preferably Reference

## VIII. Optional Texts and Materials

### Books:

Allen, Kevin Lee. Vectorworks for Entertainment Design. ISBN: 9780415726139

Ament, Vanessa Theme. Foley Grail. ISBN: 9780415840859

Ballou, Glen. Handbook for Sound Engineers. ISBN: 9780415842938

Beiderman, Raven. Basic Live Sound Reinforcement. ISBN: 9780240821016

Cobussen, Marcel. The Routledge Companion to Sounding Art. ISBN: 9781138780613

Hopgood, Jeromy. QLab 3 Show Control. ISBN: 0415857570

### Materials:

SD Card for use with the zoom H2

## IX. Important Dates to Remember

Drop/Swap Deadline:

Thurs. January 11

Spring Break:

Mon. March 12<sup>th</sup> – 17<sup>th</sup>

Withdrawal Deadline:

Wed. March 21<sup>st</sup>

Classes End

Mon. April 23<sup>rd</sup>

Study Day

Tues. April 24<sup>th</sup>

Final Examination:

Thurs. April 26<sup>th</sup>, 1:00PM – 3:50PM

## X. Basis for Final Grade

Assessment	Percent of Final Grade
Workbook – Optional	0%
Participation	10%
Sound Observations	2%
Song Listening	2%
Sound Articles	2%
DAW Projects	15%
Poem Project	5%
Movie Projects	7%
Sound Effect Acquisition	10%
Radio Project	10%
Test 1	5%
Test 2	7%
Test 3	10%
Final Project	15%
	100%

Grading Scale (%)	
94 – 100	A
90 – 94	A-
87 – 90	B+
84 – 87	B
80 – 84	B-
77 – 80	C+
74 – 77	C
70 – 74	C-
67 – 70	D+
64 – 67	D
61 – 64	D-
0 – 61	F

\*Note: Final Grades are not rounded\*

\*A 89.999 = B+\*

## XI. Grade Dissemination

Graded tests and materials in this course will be returned individually in a class following the assignment. Scores can be accessed at any time using UCF Webcourses. Please note that scores returned mid-semester are unofficial grades. If you need help accessing myUCF Grades, see the online tutorials at: <https://online.ucf.edu/support/>. Instructors are not responsible for any downtime and/or errors caused by Webcourses. It is suggested to keep a hard copy of all grades as the semester progresses to ensure accuracy.

## **XII. Course Policies: Grades**

### **Late Work Policy:**

There are no make-ups for in-class projects, presentations, quizzes or exams unless due to an excused absence (see below). Otherwise, assignments are due at the beginning of class (3pm) on the due date.

Late assignments will be assessed a penalty of:

5% - Turned in the same day it is due

5% - A Day penalty for each additional day late.

I.e. Assignment is due on Tuesday and turned in on Tuesday at 5pm – 5% Penalty

Turned in on Wednesday 8am – 10% Penalty

### **Excused Absences – In Class Project work:**

Students must request to use an excused absence at least 48 hours before the class in which the in-class assignment is to take place. A clear description must be given upon why one is not attending class. Arrangements should be made to schedule a make-up time for the activity before the absence will be marked “excused”.

In the case of illness/emergencies, please inform the instructor ASAP. The student must arrange a time to make up the assignment before the start of the next class meeting or risk forfeiting those points.

Students are allowed a max of 2 excused absences to make up in-class assignments.

### **Extra Credit Policy:**

Extra Credit may be offered at the instructor’s discretion. To be eligible for extra credit, ALL assignments must be turned in on time.

### **Workbook Assignments:**

Workbook Assignments are optional to complete and meant as additional learning/practice for the student. Workbook Assignments are an exception to the ALL assignments to earn extra credit. In addition, students can earn up to 2% of extra credit to the final grade of the class for completing workbook assignments.

### **Group Work Policy:**

Everyone must take part in a group project. All members of a group will receive the same score for the “group” portion of the project. However, each student will receive an individual score based upon one’s contribution to the group.

## **XIII. Course Policies: Technology and Media**

### **Webcourses:**

This will be the primary means of communication outside of class. Please check regularly for any updates to the syllabus as well as announcements. Students are advised to set up the notification function and install the app.

### **Email:**

Email will be the secondary means of communication outside of class. As per University rules, only knight’s e-mail address will be allowed. E-mail is checked at least once a day during normal office hours (10am-5pm). Expect that any e-mail sent will take 24-48 hours to respond. Please plan accordingly and ask questions well in advance of tests/quizzes/projects.

### **Electronic Usage – Closed Laptop Policy:**

Laptops cannot be used in class unless specifically told to for a specific lecture or activity. In addition, use of phones and smart watches are prohibited for use during class. Phones and other electronic devices should be turned off or silenced (non-vibrate) and placed under their desk before class. Smart watches or similar wearables **MUST** be taken off during any tests or quizzes or risk receiving an automatic 0 for that quiz/test.

All notes for the class can be taken using Pencil and Paper (or other analogue device).

A small tablet may be allowed given the following: notes can be “sketched in, the screen is placed flat on the desk while in use, the screen is under 8.5” x 11”, and the student sits in the back row(s) to avoid screen distraction. Each student must get approval by the professor by demonstrating that the guidelines have been followed. This privilege may be revoked if it is suspected that any class member using a tablet is using the device for more than notes (multi-tasking) and/or it is being disruptive, whether these suspicions are justified or not.

Students caught using prohibited items will cause a deduction to their Participation Grade. Having one of these devices on top of a desk will be considered “in use.” Deductions can be placed without informing the student to limit in-class distractions, especially when the student has been told already in previous class sessions.

**Doodle Accounts:**

Students are required to establish a Doodle Account to be used for scheduling. Students should use their UCF e-mail address to register this account. This is to ensure the only person that can edit the Doodle times is the creator of the Doodle. It is the student's responsibility if the time they signed up for is changed due to not establishing an account. Please use your real name when registering an account.

**Dropbox Accounts:**

It will be necessary for all students to establish a Dropbox account to transfer files to and from the instructor. Please inform the instructor ASAP if this e-mail is not your school e-mail address. Links to the files will be posted on the individual assignment page.

**Recording Devices:**

Audio recorders can be used with the approval of the instructors and all other course members. Students will lose at least a letter grade to their Final Grade if they are caught recording without first receiving permission.

**XIV. Course Policies: Student Expectations****Attendance Policy:**

Attendance will be taken during each period using Webcourses. Each student is allowed two excused absences to make up in-class assignments, quizzes, test, etc. Excused absences include illness with a doctor's note, university excused event, and department excused events.

A student will be considered tardy if they are not in their seat ready to learn and take notes at the start of class as determined by the Instructor's clock. Walking in five seconds before the start of class and needing five minutes to get situated will be counted as tardy. A Tardy will receive 70% credit for that day's attendance.

**Class Participation:**

It is expected that while in class, a student is mentally and physically engaged in the class. To encourage this behavior, class participation points are given for each class period in which a student is in attendance. Students who are distracted or causing a distraction to other students will receive partial or no credit of participation points for that class session. Loss of points may happen without warning to the student, especially with repeat offenders. Common distractions include, but are not limited to, using a non-authorized electronic device, using a cell phone, working on outside homework, and vaping during class.

Excessive disruptions in class can cause a penalty to a student's final grade in addition to the lowering of that student's class participation grade.

**Readings:**

Assigned readings are to be read before the class period that they are listed. They are meant to be an introduction to the topics that will be discussed in class or a means to start the conversation. Quizzes may be inserted to ensure that the material has been read before class.

**Handouts:**

Handouts will be posted via Webcourses. They are meant as additional resources on the material that was discussed in class and should be read to help ensure understanding.

**Quizzes:**

Pop Quizzes may be given as a gauge and to ensure understanding of the material. All quizzes are timed (5-15 minutes).

**Outside Homework**

Do not work out outside homework during class time. Outside assignments can be torn up and destroyed if worked on during class.

**Adult Content**

There may be materials and presentations in this course which may express adult or controversial themes as well as strong language. It is also not uncommon to hear strong language within the theatre profession. If this presents a problem for you, please see the instructor immediately.

### **Copyright/ Fair Use**

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used to enhance the learning environment and fall under the Fair Use Copyright Laws. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this classroom environment and your use only. All copyright materials are credited to the copyright holder.

### **Time Management**

All projects are introduced well in advanced to allow students to plan their time to accomplish each assignment successfully. Please take notes about the assignment when it is assigned and start working on them well in advance of the due date.

While it is great that students can find outside employment while in school, it is department and school policy that outside employment must not interfere with any educational activities. A Student's primary job is their education.

### **Murphy Law Prevention**

Life events can and will happen that cause unfortunate hiccups in the process. These events might include (but are not limited to) computers crashing, forgetting to save, not having ink/paper in the printer, or not finding parking. These events will happen and are not valid excuses for failing to turn in an assignment or showing up to class/lab on time.

## **XV. Course Policies: University Student Expectations**

### **Disability Access:**

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus can be made in alternate formats upon request. Students who need accommodations must be registered with Student Disability Services, Ferrell Commons Room 185, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

### **Professionalism Policy:**

Per university policy and classroom etiquette; mobile phones, iPods, *etc.* **must be silenced (non-vibrate) or turned off** and put away (under desk) during all classroom and lab lectures. Those not heeding this rule may be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, disrupting class activities, arriving late, *etc.* may suffer a reduction in their final class grade. The instructor reserves the right to answer a student's phone if it rings during class.

### **Academic Conduct Policy:**

Academic dishonesty in any form will not be tolerated. If you are uncertain as to what constitutes academic dishonesty, please consult The Golden Rule, the University of Central Florida's Student Handbook ([goldenrule.sdes.ucf.edu/](http://goldenrule.sdes.ucf.edu/)) for further details. As in all University courses, The Golden Rule Rules of Conduct will be applied. Violations of these rules will result in a record of the infraction being placed in your file and receiving a zero on the work in question AT A MINIMUM. At the instructor's discretion, you may also receive a failing grade for the course.

The University Rules of Conduct are defined in The Golden Rule Handbook section 5.0008. Any Violations will be reported to the Office of Student Conduct. The Office will then review the incident(s) and determine the appropriate next step. For more details, please consult the Golden Rule.

### **Religious Observances:**

Students are expected to notify their instructors in advance if they intend to miss class to observe a holy day of their religious faith. For a current schedule of major religious holidays, see the Faculty Center's main web page under "calendars," and for additional information, contact the Office of Diversity Initiates at 407-823-6479.

### **Financial Aid:**

As of fall 2014, all faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the Class Introduction discussion post and Syllabus Quiz on Webcourses by the end of the first week of classes, or as soon as possible after adding the course, but no later than January 13<sup>th</sup> at 5pm. Failure to do so will result in a delay in the disbursement of your financial aid.

**Grades of "Incomplete":**

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

**UCF Cares**

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit [UCFCares.com](http://UCFCares.com) if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail [ucfcares@ucf.edu](mailto:ucfcares@ucf.edu) with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407- 823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

**UCF Knights Pantry**

During your UCF career, there may be times where money for food is tight. Knights pantry helps provide some support when times are tough. Each student is allowed to take 5 food items per day plus unlimited toiletries and clothing items. Students only need to present their student ID. For more information, to go <http://studentunion.ucf.edu/knights-pantry/>.

**Student Academic Resource Center**

UCF Student Academic Resource Center (SARC) offers free programs and services to UCF students such as peer tutoring, Supplemental Instruction (SI), workshops and seminars, learning skills consultations, and first-year training programs. SARC is free for all UCF students and has an online component. For more information, go to <http://sarc.sdes.ucf.edu/>.

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) of 1974 stipulates that student records (including grades) are kept confidential. This includes a requirement that grades are posted securely. This also restricts communicating Grades to students through e-mail, Telephone, and to 3<sup>rd</sup> parties which includes Parents. For more details: <http://registrar.ucf.edu/ferpa>

**XVI. Computer Lab Rules****General Usage:**

Computers in the Computer lab are to be used for classroom work only. Please do not use them to watch the latest cute cat video or socialize on Facebook. Due to university rules, Students cannot be in the Computer lab if a class is in session and they are not part of that class. Due to security, the door to the Computer Lab should never be propped open.

**Food and Drink:**

There is no food or drink permitted in the Computer Lab. However, water contained within a sealable lid is permitted. There is to be no eating inside of the computer lab for any reason. Students caught eating anywhere in the classroom will lose points to their participation and possibly to their final grade if the behavior repeats.

**Headphone Usage:**

Headphones should be used while in the Computer lab to help not disturb others. Please purchase a splitter to allow multiple people to listen to the same feed.

Please feel free to kindly tell any student not adhering to this rule to please use headphones while working and inform the Professor if this request is not listened to. The space is a shared space and we need to respect each other's work.

**Hours:**

The PAC is closed from 11pm – 7am. Please do not be in the Computer Lab between these hours. This is both for the safety of the building, equipment, and the safety of all students. Custodial staff will call campus security if they catch students in the building during this time.

## **XVII. General Submission Guidelines**

### **Papers:**

All papers submitted should be formatted using MLA guidelines for formatting. This includes but is not limited to: Times New Roman, Double Spaced, 1" Borders, and 12 Point Font.

All papers should have a title block at the top of the page with Name, Class, assignment name, and any other information as required for that assignment. It should mimic the format of the assignment pages. The papers do not need to follow the formal MLA paragraph and sentence structure, but do need to be well written and free of spelling and grammatical errors. Keep in mind, the page minimum and word count minimum requirements do not include the title block area. It will only be counted from the main body of the paper.

All papers should be turned in using Webcourses. Assignments should be submitted in .PDF, but .DOC and DOCX will be accepted as well.

Please Format the name of your files: "Last Name, First Name – Name of Assignment" for all papers turned in.

Example: "Dagit, Robert – First Assignment"

Papers will be accepted in printed copy at the beginning of class the day it is due. Do note: As the preferred method is online, students must ensure they remember to turn in the paper copy before class.

Handwritten Papers/Assignments will be accepted, but will incur a significant reduction in points to that assignment's grade.

### **Files:**

All files requested should be turned in using a flash drive. Please place all assignments in a single folder and clearly label the folder with your name and the assignment name.

Example: "Dagit, Robert – First Assignment"

While it will likely be returned earlier, expect that it will take at least a week before a flash drive is returned. It is a good idea to have at least two flash drives used exclusively for this class.

### **Flash drive labeling:**

Please label the outside of your flash drive and name your flash drive with a version of your name to ensure correct credit for assignments and that they are returned.

Example "RDagit"

## **XVIII. Equipment Borrowing – Sound Effect Libraries/ Recording Devices**

### **Sound Studio Drives**

Students are welcome and should make use of the Sound Effect/Music Libraries contained in the Sound Studio. Students should make a list of SFX needed before coming in and schedule a time with the instructor to access the drive.

### **Portable Hard Drives**

Students will be able to check-out one of two of the Sound Effect/Music Libraries depending on availability. These devices must be checked-out and Checked-in at the Audio Office. Hard drives can be checked-out for a 24-hour period. There is a late fee of 1% per hour to the overall grade of the project for not Checking-in the Drives late.

Any damage to the hard drives is the responsibility of the Student and must be repaired/ replaced or face a reduction in that assignment's score (Min. 15%).

Any damage must be repaired/replaced before the end of the semester or the student will receive an F for the class.

### **Zoom H2:**

Students will be able to check out the Zoom H2 for use for the projects in class. The recording device must be checked-out and Checked-in at the Audio Office. The Zoom can be checked-out for a 24-hour period. There is a late fee of 1% per hour to the overall grade of the project for not Checking-in the Zoom late.

Students must purchase their own SD card for use with the Zoom.

Any damage to the recorder is the responsibility of the Student and must be repaired/ replaced or face a reduction in that assignment's score (Min. 15%).

Any damage must be repaired/replaced before the end of the semester or the student will receive an F for the class.

### **Limits to access**

Access to any of these devices may be restricted due to normal Production Events. It's best to inquire about the availability and schedule time in advance.

## **XIX. Asking Questions**

Students are encouraged and expected to ask questions both during and after class. It would be better to ask a “stupid” question than to be confused about the material. It is the responsibility of the student to seek out the instructors to ensure understanding of the material.

Questions about assignments should be asked as early as possible. Questions will likely not be answered about any assignment within 48-hours of its due date. Please do not wait till the night before to do the assignment and expect an answer to a question at 3am in the morning.

## **XX. Notice:**

The syllabus and rubrics are subject to change at any time, without prior notice, and is the responsibility of the student to keep informed of changes, new material, or missed content.

In addition, instruction for projects will be given both in written form and verbally during class. As will be the case in the theatre world, students are responsible for all instructions given on projects.

## XXI. Class Schedule

Date	D.	Topic 1 (3-3:50)	Topic 2 (4-4:50)	Project Assigned	Project Due	Readings/Notes
1-9	T	Syllabus Day	Assessment Quiz	SD Response Weekly Journals		Read Script
1-11	R	History of Sound Design	Sound Roles	History Paper		L: 1-2
1-16	T	Properties of Sound/Audio	Intro to DAW	DAW #1 & 2		L: 3      K: I-1
1-18	R	Microphones	Sound Acquisitions/ Field Recordings		History Paper – Sel.	
1-23	T	Elements of Sound Design	Discussion of the Play		DAW #1	L:6      K:2
1-25	R	Script Analysis & Concept Statements	Assessment Quiz Review			L:4      K:3
1-30	T	Tension Curve Graphs	DAW 3 Demo	DAW #3	DAW #2	
2-1	R	Script Notation & Cue Sheets	History Paper Presentation		History Paper	
2-6	T	<i>Test 1</i>			Test 1	
2-8	R	Work Day		KACTF		KACTF
2-13	T	Research & Resources	Space, Reverb, Compression	DAW #4	DAW #3	K:4
2-15	R	Line Diagram Review	Acquisition #1 Showcase		Acquisition #1	L:5      K:5
2-20	T	Speaker Plots & Other Paperwork	DAW # 4 Presentation	DAW #5	DAW #4	K:6, A
2-22	R	Poem Project	Cable Hookup Packet	Poem Project		
2-27	T	Movie Project	DAW #5 Presentation	Movie Project	DAW #5	
3-1	R	Radio Project	Acquisition #2 Showcase	Radio Project	Acquisition #2 Poem Project – Sel.	K: 7-8
3-6	T	<i>Test 2</i>			Test 2	
3-8	R	Final Project	Q-Lab Review	Final Project	SD Response 1	SETC      K: 9-10
3-13	T	Spring Break		Work Day		Work Day
3-15	R	Spring Break		Work Day		Work Day
3-20	T	Poem Project Presentation	Test 1 & 2 Review		Poem Project Final Project – Sel.	K:F1-4
3-22	R	Movie Project #1 Presentation	Musical Script Analysis		Movie Project #1 Radio Project – Sel.	
3-27	T	Acquisition #3 Project Presentation	Show Checklists & Budgets		Acquisition #3	
3-29	R	<i>Test 3</i>			Test 3	
4-3	T	Work Day		UCF Celebrates		
4-5	R	Work Day		UCF Celebrates		
4-10	T	Movie Project #2 Presentation	TBD		Movie Project #2	
4-12	R	Frequency Exploration	Microphone Techniques			
4-17	T	Radio Project Presentation	TBD		Radio Project	
4-19	R	Final Project - Questions	Final Project - Questions		SD Response 2	
4/26	R	Final Project Presentation			Final Project	1:00PM – 3:50PM

\* The Syllabus is subject to change by the instructor. Any changes will be communicated during class or Webcourses. Please check Webcourses regularly.

Note:

Readings: L = Theatre Sound, K = Sound and Music for the Theatre