Nashville State Community College
Arts & Humanities
Music Technology

Spring 2024 Master Course Syllabus
7 Week Course

MST-1150 Digital Audio Production I

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course information:

Course Title: MST-1150 Digital Audio Production I
Credits: 3
Class Hours: 2 Class Hours, 2 Lab Hours

Course Description:

An introduction to computer-based music and audio production. Topics include digital audio workstation technology, system setup, sound design, music editing, production techniques, and mix automation. Not part of a Tennessee Transfer Pathway

Instructor Information:

Name:
Email:
Office Phone:
Office Location:
Office Hours:
Instructor Zoom Room link:

Class Session Zoom Link Information (if virtual): This is an on-campus and in-person class. The Zoom link above will only be used if we have to conduct a class meeting virtually due to unforeseen circumstances. The instructor will notify students via the NS Online course shell email and news section.

Required Textbook(s) & Other Materials:
Textbook(s): Pro Tools 101: Pro Tools Fundamentals 1 (PT101), 2022 Edition, Avid Technology
ISBN: 978-1-943446-97-1
Access Code: To Be Determined Reference by Textbook Publisher

Reference Materials: Internet access outside of normal class hours may be required to complete some homework assignments and quiz activities. Students that do not have Internet access may need to schedule time in the college computer labs. Students will have access to digital copies of reference guides in the content section of the course shell or at manufacturer websites.

Supplies: Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website (bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363, or accesscenter@nscc.edu.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

1. Integrate and configure audio software and hardware devices to form a properly functioning computer-based digital audio workstation.
2. Navigate audio production software environments.
3. Apply best practices recording techniques to record a variety of audio performances using computer-based audio production software.
4. Import audio elements from a variety of sources.
5. Apply and integrate the use of audio production hardware, software, and engineering techniques in the creation of individual and group projects.
6. Prepare projects and file for distribution and archival.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

1. Visually identify audio file types by their file extensions and icons.
2. Visually identify software multi-track recording sessions by their file extensions and icons.
3. Identify audio, MIDI, and computer connectors and cables common to computer-based recording systems.
4. Describe the purpose of audio, MIDI, and computer peripherals common to computer-based recording systems.
5. Select the best available option when presented with a variety of audio, MIDI, and computer interconnection choices.

6. Demonstrate proper input and recording level practices.
7. Locate and interpret audio device input and output operating levels for a number of devices.
8. Arrange audio transducer paths in an appropriate order.
9. Communicate the differences and/or similarities of analog and digital audio.
10. Configure an audio interface for a given situation.
11. Demonstrate the effective use of pre- and post-fader sends during recording and mixing.
12. Demonstrate the effective use of pre- and post-roll capabilities.
13. Create cross-platform compatible software recording sessions.
14. Demonstrate the effective use of file-based fade-ins, fade-outs, and crossfades.
15. Demonstrate the effective use of software-based mix automation capabilities.
16. Publish multi-track recording sessions in industry standard file formats.
17. Describe audio software bussing capabilities and common signal flow practices.
18. Create custom window views in audio software environments.
19. Demonstrate the effective use of audio software linking and grouping capabilities.
20. Align audio software plug-in formats to compatible recording software applications.
21. Demonstrate the effective use of real-time and file-based software digital signal processors.
22. Import and export audio files and other elements.
23. Demonstrate best practice data management procedures.
24. Configure audio hardware for a number of real world situations.
25. Demonstrate best practices data archival procedures.
26. Use signal processors creatively.
27. Remove and store microphones properly.
28. Wrap and store cables and stands properly.

The following are general education competencies intended to support the course outcomes:

1. Locate, evaluate, and use multiple sources of information to design computer-based recording setups that satisfy various production requirements.
2. Participate as team members and team leaders in the configuration of complex computer-based recording setups.
3. Use critical thinking skills to efficiently and effectively edit raw media elements into professional quality sound productions in a computer-based studio environment.
4. Use and adapt current computer-based studio technologies to create original media and musical productions to industry standards.
5. Apply scientific thought processes to a range of computer-based audio and MIDI signal flow scenarios.

Topics to Be Covered:

1. Audio Basics
2. Hardware Components and Requirements for Desktop Digital Recording Systems
3. System and Software Configuration
4. Data Management
5. Interfacing the Digital Audio System with Other Audio Equipment
6. Audio Hardware Configuration
7. System Resources and Settings
8. The Digital Audio Software Environment

9. Recording and Importing Audio into the Desktop Digital Audio System
10. Digital Audio Recording Techniques
11. Digital Audio Editing
12. Shaping Sound with Plug-ins
13. Basic Mixing Techniques
14. Introduction to Mastering

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

Labs, projects, quizzes, exams, video certificates, and worksheets will be used to assess your mastery of this course. For a detailed breakdown see the online grade book for this course in the NS Online.

Grading Policy:

Final grades are based on class participation, worksheets, assignments, labs, projects, quizzes, & exams. These activities will be used to determine mastery of skills and concepts.

Grading Scale:

Letter Grade	Percentage Range
A	90-100%
B	80-89.99%
C	70-79.99%
D	60-69.99%
F	0-59.99%

Final grades are calculated using a 1000-point system

Final Letter Grade	Final Grade Point Range
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.
(While the above information should appear in all syllabi, faculty are encouraged to make additional statements that would clarify the policy for students and provide the applicable FA date for their section.)

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

(*Each instructor will provide policy*)
Students should contact the instructor regarding opportunities to make-up missed assignments, labs, quizzes, and exams.

Attendance Policy

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
    - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
    - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course is: *(add instructor's attendance policy)* Students are expected to complete assigned coursework prior to deadlines. To do so, students should fully participate in each class meeting. If a student needs to be absent from a class, please contact the instructor to arrange virtual participation or a plan to make-up missed work.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:
- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.

- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the access to internet and technology website.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.
- Login to your MyNSCC to access your NSCC info and My Self Service.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the semester grade.

(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)

The 1st instance of academic misconduct in this course will result in a F or a zero for the activity The 2nd instance of academic misconduct will result in a F for the semester.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: getrave.com/login/nscc. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) provides assistance beyond the classroom to help you make the most of your college education.
- [These resources](#) include information on student support, student D2L resources, [NSCC email](#), scheduling, online courses, and more.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nscc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.