Grand Rapids Community College
MUS 275  Advanced Studio Techniques 2 Syllabus

General Information

Instructor

Tim Heldt

Contact Information and Availability

Office: Room 105 Music Building 142 Ransom Ave. N.E. Grand Rapids, MI
Office Phone: 616 234-3424
E-Mail: theldt@grcc.edu

Course Information

Advanced Studio Techniques MUS 275, Room 204 Music building.
We meet on Fridays from 1 to 4 PM.
This course develops advanced recording skills that were presented in the
first three semesters.  We will focus on stereo mix and mastering techniques,
broadcast audio production and film sound design, surround sound
microphone and mixdown techniques. Students also well have an option to
study toward Pro Tools User Certification.

Student Learning Outcomes

Students will expand on their knowledge of non-linear hard disk recording,
editing and mixing. They will become more proficient at stereo mixing and
will practice beginning mastering techniques. They will study and will have
hands on experience with broadcast audio production film sound design.
Students will also learn and demonstrate proper use of surround sound
microphone and mixing techniques.

Applied Recording Lessons

Each student will receive 13 one-hour recording lessons (MUS 276) during
the semester. There is an agenda for lessons, but there will also be time for
individual instruction. If a lesson is missed, it can be made up at the
instructor’s discretion. If a student misses more than 3 lessons, credit will
not be given for the semester applied lessons.

Attendance

Attendance is mandatory. Attendance will be taken and recorded at all
classes and sessions. You are expected to attend all classes, all lessons and
to be punctual. There is no distinction between an “excused” and an
“unexcused” absence. If you must be absent from class, call my office (234-
3424) or e-mail theldt@grcc.edu twenty-four hours before the lesson or class
absence and explain the reason for the absence. When unavoidable, each
absence will be dealt with on an individual basis. Unexcused absences will
negatively affect your final grade! (See grading below) Attending every class
on time and actively participating will greatly enhance your grade and your comprehension of course material.

Optional Materials

Pro Tools 101 and 110 for version 11. Also, various recording and music industry magazines are available, for free, in room 204.

Section Policies

Lab Policies
Room 204 will be available for advanced studio students on a first come, first served basis. A lab sign-out sheet is available for students to reserve the lab. Advanced recording students do not require a lab monitor to use the lab. Please refer to the lab sign-out sheet for details.

Grading Policies
Your grade will be computed in the following manner:

* Unit quizzes 30%
* Lab projects, Aural reports and stereo recording project 35%
* Final performance review 5%
* Final exam 15%
* Class participation 15%
* Each unexcused absence will lower your grade by 5%
* Academic dishonesty will not be tolerated

Final Written Exam and Final Performance Evaluation
Each student will be required to complete the final exam and final performance assessment. The final exam/final performance review time will be during the last week of the semester or can be arranged with your instructor according to your schedule. The requirements of the final performance evaluation will be made available several weeks from the end of the course.

Quizzes
There will be three tests during the semester. Tests will be given during or upon the completion of each unit as listed in the course outline. A missed test will be graded as 0. It is the responsibility of the student to request a make-up test if you miss one. No cell phones/iPods/iPads/tablets will be allowed during the tests.

Office Hours
Office hours will be posted after the fall schedule has been planned. If you are confused in any way about the material covered in class or lab, you are encouraged to set up time with the instructor for help either in person, by
phone or email. If posted office hours do not align with your schedule, please contact your instructor.

**COLLEGE POLICIES**
The academic policies and procedures of GRCC are outlined in the College Catalog. College-wide policies and procedures, to include (but not limited to) grading, Federal Educational Rights and Privacy Act (FERPA), Student Right to Know, Privacy, Affirmative Action, Equal Employment Opportunity, Americans with Disability Act (ADA), concealed weapons, smoking, campus crime, copyright, academic grievances and discipline grievances, are at [http://www.grcc.edu/catalog](http://www.grcc.edu/catalog). Additional policies, to include (but not limited to) academic integrity, disability support services, posting/distributing literature, selling merchandise, fundraising, classroom disruption, conduct and substance abuse, can be found in the GRCC Student Handbook at [http://www.grcc.edu/handbook](http://www.grcc.edu/handbook). These policies and procedures are subject to change and incorporated by reference.

**GRCC E_MAIL**
E-mail should only be used for issues that are not appropriate for the whole class (e.g. questions about your grade, constructive criticism or personal issues). When you e-mail your instructor, please include a proper reference in the "subject" field, any message you are responding to, and your name. Your professor will respond to your e-mail within 24 hours. If you don't get a response in timeframe, there is probably a technical problem. Ensure that you regularly check the e-mail account listed for you in Blackboard.

**Tutor**
If you are interested in getting help from a tutor, please ask your instructor. Tutors for this course are only available on campus.

**Disability Support Services**
Students with disabilities who wish to request accommodations must be registered with the Disability Support Services Office (DSS) in Room 368 of the Student Center. You may contact DSS at (616) 234-4140 for more information. Once you are registered with the DSS Office, you will receive an Accommodations Agreement to present to me to verify your registration. Please see me as soon as possible so we may have a private conversation to discuss accommodations.

**Student Code of Conduct**
All GRCC students are held accountable to the Student Code of Conduct, which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct. The Code can be found in full at [Student Code of Conduct](http://www.grcc.edu/catalog).

**Changes to the Syllabus**
The instructor reserves the right to change the contents of this syllabus due to unforeseen circumstances. Students will be given notice of relevant changes in class, through a Blackboard Announcement, or through GRCC e-mail.