



**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS**  
**MUSI 355 Sound Recording**  
**Winter 2019**

Instructor Office Email	Dr. Laurie Radford CH E 211-C <a href="mailto:lradford@ucalgary.ca">lradford@ucalgary.ca</a>
Day(s),time(s) and location of Class	CH F-210 / CH F-007 / Rozsa Centre Recording Studio WF 4:00 – 5:15
Out of class activities	Recording sessions at noon hour and evening recitals as part of required assignments
Learning resources: required readings, textbooks and materials	Text: Modern Recording Techniques 9th Edition by David Miles Huber and Robert E. Runstein (available in the bookstore) Additional readings to be assigned in class from reserves, D2L, or online resources. Digital backup media including: CD-R, DVD-R, flash drive, hard drive
Prerequisites	none
Supplementary fees	none
Course description	An introduction to the practice and theory of sound and music recording.
Course learning outcomes	By the completion of this course, successful students will be able to: 1. demonstrate knowledge of practical concepts and techniques of sound and music recording 2. evaluate recorded music and sound regarding various criteria 3. demonstrate practical skills and knowledge in the act of recording music and sound 4. demonstrate knowledge of the historical, social and commercial aspects of sound and music recording and the sound recording industry 5. integrate sound and music recording into creative media projects
Course schedule	
Assessment components	Assignment 1: Value: 10% Due Date: February 1, 2019 Type: Listening Evaluation 1 (written) Description: Written evaluation of various parameters of two selected commercial sound recordings.  Assignment 2: Value: 10% Due Date: February 8, 2019 Type: Technical Quiz 1 Description: Written examination of technical concepts and terms  Assignment 3: Value: 10% Due Date: March 1, 2019 Type: Listening Evaluation 2 (written) Description: Written evaluation of various parameters of two selected commercial sound recordings.

	<p>Assignment 4: Value: 10% Due Date: March 29, 2019 Type: Technical Quiz 2 Description: Written examination of technical concepts and terms</p> <p>Assignment 5: Value: 15% Due Date: April 5, 2019 Type: Live Recording Project 1 Description: Stereo or multi-track recording of parts of a live concert</p> <p>Assignment 6: Value: 15% Due Date: April 5, 2019 Type: Live Recording Project 2 Description: Stereo or multi-track recording of parts of a live concert</p> <p>Assignment 7: Value: 15% Due Date: April 10, 2019 Type: Studio Recording Project Description: Creative recording project involving in-studio techniques</p> <p>Assignment 8: Value: 15% Due Date: April 12, 2019 Type: Final Project Description: Either a) a creative recording project, or b) a technical research paper</p> <p>There is no final examination for this course.</p>
<p>Assessment expectations</p>	<p><u>Guidelines for Submitting Assignments</u> Written assignments may be submitted in hard copy or as a .pdf via email. Sound recording documents must be handed in on well-labeled media or via a reliable online server with URL information clearly provided.</p> <p><u>Criteria That Must Be Met To Pass</u> For written components: - grammatically accurate writing - effective and accurate use of graphic figuration and notation - representative listing of bibliographic and audiovisual references</p> <p>For sound recording components: - very good audio quality, edited and presented as per the assignment instructions - well-labeled media and/or clear URL links to file(s)</p> <p><u>Expectations for Writing:</u> Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p>

	<p><u>Guidelines for Formatting Assignments</u> Written assignments must be formatted according to standard MLA or Chicago style formats.</p> <p><u>Late Assignments</u> The grade for assignments submitted more than one week late will be reduced by 2% per day.</p> <p><u>Expectations for Attendance and Participation</u> Please refer to the Undergraduate Calendar E.3 Attendance for details. Participation includes regular attendance at classes, appropriate preparation of assigned readings and listening, active contributions to in-class discussions, and attendance at scheduled recording sessions.</p>																																													
Grading scale	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Undergraduate Grading System of the Undergraduate Calendar for 2018-2019:</p> <table border="1" data-bbox="440 684 1471 1608"> <thead> <tr> <th>Grade</th> <th>Grade Point Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>4.00</td> <td>Outstanding performance</td> </tr> <tr> <td>A</td> <td>4.00</td> <td>Excellent performance</td> </tr> <tr> <td>A-</td> <td>3.70</td> <td>Approaching excellent performance</td> </tr> <tr> <td>B+</td> <td>3.30</td> <td>Exceeding good performance</td> </tr> <tr> <td>B</td> <td>3.00</td> <td>Good performance</td> </tr> <tr> <td>B-</td> <td>2.70</td> <td>Approaching good performance</td> </tr> <tr> <td>C+</td> <td>2.30</td> <td>Exceeding satisfactory performance</td> </tr> <tr> <td>C</td> <td>2.00</td> <td>Satisfactory performance</td> </tr> <tr> <td>C-</td> <td>1.70</td> <td>Approaching satisfactory performance.</td> </tr> <tr> <td>*D+</td> <td>1.30</td> <td>Marginal pass. Insufficient preparation for subsequent courses in the same subject</td> </tr> <tr> <td>*D</td> <td>1.00</td> <td>Minimal Pass. Insufficient preparation for subsequent courses in the same subject.</td> </tr> <tr> <td>F</td> <td>0.00</td> <td>Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.</td> </tr> <tr> <td>**I</td> <td>0.00</td> <td>Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.</td> </tr> <tr> <td>CR</td> <td></td> <td>Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable</td> </tr> </tbody> </table> <p>Grading Rubric 95-100 A 90-94 A- 85-89 B+ 80-84 B 75-79 B- 70-75 C+ 65-69 C 60-64 C-</p>	Grade	Grade Point Value	Description	A+	4.00	Outstanding performance	A	4.00	Excellent performance	A-	3.70	Approaching excellent performance	B+	3.30	Exceeding good performance	B	3.00	Good performance	B-	2.70	Approaching good performance	C+	2.30	Exceeding satisfactory performance	C	2.00	Satisfactory performance	C-	1.70	Approaching satisfactory performance.	*D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	*D	1.00	Minimal Pass. Insufficient preparation for subsequent courses in the same subject.	F	0.00	Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.	**I	0.00	Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.	CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable
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	55-59 D+ 50-54 D Below 50 F
Important Term Dates	<p><b>Fall 2018</b> Thursday, September 6<sup>th</sup> to Friday December 7<sup>th</sup> 2018 Reading Week: November 11-17 Last day to drop a course: Thursday September 13<sup>th</sup> Last day to add a course: Friday, September 14<sup>th</sup> Tuition and fee payment deadline: Friday, September 21<sup>st</sup></p> <p><b>Winter 2019</b> Thursday, January 10<sup>th</sup> to Friday April 12<sup>th</sup> 2019 Reading Week: February 17-23 Last day to drop a course: Thursday January 17<sup>th</sup> Last day to add a course: Friday, January 18<sup>th</sup> Tuition and fee payment deadline: Friday, January 25<sup>th</sup></p>
Midterm and final examination scheduling	Final examinations may be scheduled at any time during the <b>examination period (Apr. 15-27 for Winter 2019)</b> ; students should therefore avoid making prior travel, employment, or other commitments for this period. If a student is unable to write an exam through no fault of his or her own for medical or other valid reasons, documentation must be provided and an opportunity to write the missed exam may be given. Students are encouraged to review all examination policies and procedures: <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a>
Deferrals of exams/term work	It is possible to request a deferral of term work or final examinations for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with your advisor if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines. <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a> <a href="http://ucalgary.ca/pubs/calendar/current/g-6.html">ucalgary.ca/pubs/calendar/current/g-6.html</a> <a href="http://ucalgary.ca/pubs/calendar/current/g-7.html">ucalgary.ca/pubs/calendar/current/g-7.html</a>
Academic accommodation	Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://ucalgary.ca/access/accommodations/policy">ucalgary.ca/access/accommodations/policy</a> . Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <a href="http://ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf">ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf</a>
Academic integrity, plagiarism	The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are referred to the section on plagiarism in the University Calendar ( <a href="http://ucalgary.ca/pubs/calendar/current/k-3.html">ucalgary.ca/pubs/calendar/current/k-3.html</a> ); <a href="http://ucalgary.ca/pubs/calendar/current/k-5.html">ucalgary.ca/pubs/calendar/current/k-5.html</a> ) and are reminded that plagiarism—using any source whatsoever without clearly documenting it—is an extremely serious academic offence. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people’s words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources. Please consult your instructor or the Student Success Centre (TFDL 3rd Floor) if you have any questions regarding how to document sources.

Internet and electronic communication device	<p><a href="http://elearn.ucalgary.ca/category/d21/">elearn.ucalgary.ca/category/d21/</a>  <a href="http://ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app">ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app</a></p> <p>The in-class use of computers may be approved by your Instructor. Cell phones and other electronic communication devices should be silenced or turned off upon entering the classroom. If you violate the Instructor's policy regarding the use of electronic communication devices in the classroom, you may be asked to leave the classroom; repeated abuse may result in a charge of misconduct. No audio or video recording of any kind is allowed in class without explicit permission of the Instructor. For more information on Freedom of Information and Privacy visit: <a href="http://ucalgary.ca/legalservices/foip">ucalgary.ca/legalservices/foip</a></p>
Copyright	<p>It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University's Fair Dealing Guidance for Students. Further copyright information for students is available on the Copyright Office web page (<a href="http://library.ucalgary.ca/copyright">library.ucalgary.ca/copyright</a>).</p>
Students' union and ombudsperson contacts	<p>Student Union: <a href="http://su.ucalgary.ca/about/who-we-are/elected-officials/">su.ucalgary.ca/about/who-we-are/elected-officials/</a>  Faculty of Arts reps: <a href="mailto:arts1@su.ucalgary.ca">arts1@su.ucalgary.ca</a>; <a href="mailto:arts2@su.ucalgary.ca">arts2@su.ucalgary.ca</a>; <a href="mailto:arts3@su.ucalgary.ca">arts3@su.ucalgary.ca</a>; <a href="mailto:arts4@su.ucalgary.ca">arts4@su.ucalgary.ca</a>  Graduate Student's Association: <a href="http://ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html">ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html</a>  Student Ombudsman: <a href="http://ucalgary.ca/ombuds/contact">ucalgary.ca/ombuds/contact</a></p>
Student Wellness and Mental Health	<p>The University has a wealth of resources to support student physical and mental health, please see the SU Wellness Centre (<a href="http://www.ucalgary.ca/wellnesscentre/">http://www.ucalgary.ca/wellnesscentre/</a>) or the Campus Mental Health Strategy (<a href="https://www.ucalgary.ca/mentalhealth/">https://www.ucalgary.ca/mentalhealth/</a>) for more information on these resources.</p>
Emergency evacuation	<p>Assembly points for emergencies have been identified across campus. <b>THE PRIMARY ASSEMBLY POINT FOR CRAIGIE HALL IS THE PROFESSIONAL FACULTIES FOOD COURT.</b>  For more information, see the University of Calgary's Emergency Management website: <a href="http://ucalgary.ca/emergencyplan/assemblypoints">ucalgary.ca/emergencyplan/assemblypoints</a></p>
Campus security	<p>220-5333. Help phones: located throughout campus, parking lots, and elevators. They connect directly to Campus Security; in case of emergency, press the red button. For safewalk info visit: <a href="http://ucalgary.ca/security/safewalk">ucalgary.ca/security/safewalk</a></p>
SCPA Claim Your Seat Program: Student Guidelines	<ol style="list-style-type: none"> <li>1. The Claim Your Seat (CYS) program allows all University of Calgary students to attend on-campus School of Creative and Performing Arts (Dance, Drama and Music) events free of charge.</li> <li>2. Depending on the performance, there is a limited number of seats available for CYS. There is not a guarantee that tickets will be available for all CYS patrons for every performance, based on audience size, demand, etc.</li> <li>3. CYS tickets are a privilege. If a student receives a ticket to attend a performance, it is expected that they will respect the value of the admission and attend the performance.</li> <li>4. Process for students: On the date of the performance, from the time the Box Office opens until 15 minutes prior to the performance start time, students should find the UTS staff member with an iPad and show their UCID card to print their CYS ticket. If students arrive after 15 minutes prior to the performance start time, they can also go to the Box Office and purchase a ticket at the student rate. Students should not go to the Box Office unless they are purchasing a ticket.</li> <li>5. they can find a UTS staff member with an iPad and get their CYS ticket from them.</li> <li>6. If students have a course requirement to attend a performance for a specific date, access to the tickets will be communicated by the instructor to University Theatre Services prior to the event. The best guarantee for a free ticket is to arrive early, up to 45 minutes prior to the performance start time.</li> <li>7. Respect for the Front of House and theatre staff, performers and fellow patrons is an absolute requirement. Failure to comply with this will lead to being asked to leave the venue and could result in the revoking of CYS privileges.</li> </ol>
SCPA Librarian	<p>Marc Stoeckle, MLIS, BA  Learning &amp; Services Librarian for <i>School of Creative &amp; Performing Arts</i> and <i>School of Languages, Linguistics, Literatures &amp; Cultures</i>   Libraries &amp; Cultural Resources, University of Calgary  Ph: 403.220.6777, Email: <a href="mailto:mstoeckle@ucalgary.ca">mstoeckle@ucalgary.ca</a>, Office: TFDL 160D</p>

Faculty of Arts program advising and student information resources	<p>For academic advising, visit the Arts Students' Centre (ASC) for answers about graduation checks, and the 'big picture' questions. Drop in at SS102, email at <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a> or call at 403-220-3580.</p> <p>For academic success support, such as writing, learning and peer support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at <a href="mailto:success@ucalgary.ca">success@ucalgary.ca</a>.</p> <p>For enrolment assistance, including registration (add/drop/swap) changes, paying fees, and navigating your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], or visit them at the MacKimmie Block 117.</p>
Letter of permission	<p>If you wish to study at another institution while registered at the U of C, you must have a letter of permission. You can submit your request through your Student Centre at MyUofC. Students must have the Letter of Permission before they take the course at another school. Failure to prepare may result in no credit awarded and could result in suspension from the faculty.</p>
Course outlines for transfer credit	<p>It is possible that you will be asked for copies of this outline for credit transfers to other institutions or for proof of work done. It is the student's responsibility to keep these outlines and provide them to employers or other universities when requested. Please ensure that outlines of all the courses you take are kept in a safe place for your future reference. Departments/Programs do not guarantee that they will provide copies.</p>
Undergraduate associations	<p>DUS: Drama Undergraduate Society, CHC 005 <a href="mailto:uofcdus@gmail.com">uofcdus@gmail.com</a>  MUS: Music Undergraduate Society, CHF 219 <a href="mailto:undmusic@ucalgary.ca">undmusic@ucalgary.ca</a></p>