SYLLABUS
School of Informatics and Computing/Media Arts and Science

N255 Introduction to Digital Sound
Fall 2015

Section No.: 27052
Credit Hours: 3
Location: IT 270, Informatics & Communications Technology Complex, 535 West Michigan Street, Indianapolis, IN 46202 [map]

Class Meeting Time: Wednesday 6p – 8:40p
First Class: August 26th, 2015
Website: https://iu.instructure.com/courses/1491468
Instructor: Rodney Smith
Office Address: IT 457, IT Building 535 W. Michigan St. Indianapolis, IN 46202
Office Phone: 317-278-7624
Office Hours: Tuesday & Friday 11-Noon
Wednesday 5-6p
or by appointment
Email Address: smithrom@iupui.edu or Canvas Email

Prerequisites: None (Not an extension of any undergraduate or graduate course)

COURSE DESCRIPTION

Introduction to role and function of sound in interactive media. Concepts, theory, and practice related to audio, including voice, music, and sound effects. Effective listening skills, and understanding how people listen and comprehend sound. Experience with tools and techniques for recording, editing, and reproduction.

Required Textbook: This textbook is available at no cost through IUPUI Books 24x7

Recording and Producing Audio for Media
by Stanley R. Alten

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Software Used:

- Adobe Audition CS6
- Lynda.com: Audition CS6 Essential Training with Garrick Chow
- Microsoft Office

(Required in class) Adobe Audition CS6

For homework assignments and projects; any digital audio software application (e.g., Pro Tools, Audacity, etc.) will suffice.

Equipment Required

- USB memory stick (8G minimum), portable hard drive or IU.Box to save your work or use your laptop
- Personal headphones: You will need to supply your own headphones in the lab for website viewing. These headphones need to be better than average so you can hear the sound clearly. A good example:

  Yamaha RH3C ($35)
  
  [http://www.amazon.com/Yamaha-RH3C-Professional-Headphones/dp/B000EEHM1W](http://www.amazon.com/Yamaha-RH3C-Professional-Headphones/dp/B000EEHM1W)

Course Outcomes:

The learning objectives: By the end of the course, the students will:

- Understand fundamentals of sound
- Learn to listen to sound, music and effects
- Import/Export sound from Adobe Audition
- Edit sound using Adobe Audition
- Add effects to sound tracks
- Create single/multi-track projects

Core Competencies:

The core competencies of this course include the following:

1. Demonstrate a basic professional level of accomplishment in core areas of audio and digital sound technology including: non-linear digital audio recording and editing, audio conversion processes, sound design and basic mixing of audio projects.

2. Perform basic digital audio professional skills in the fields of game, music, video or communication development
3. Explain digital sound fundamentals and common audio aesthetics in game and video production.

IUPUI Principles of Undergraduate Learning (PUL):

N255 – Introduction to Digital Sound will use the following IUPUI Principles of Undergraduate Learning:

1. **PUL 2: Critical thinking:** The ability of students to engage in a process of disciplined thinking that informs beliefs and actions. A student who demonstrates critical thinking applies the process of disciplined thinking by remaining open-minded, reconsidering previous beliefs and actions, and adjusting his or her thinking, beliefs and actions based on new information.

2. **PUL 3: Integration and Application of Knowledge:** The ability of students to use information and concepts from studies in multiple disciplines in their intellectual, professional, and community lives.

**Equipment Recommendations:**
A computer is the core productivity tool for technology-based learning. The portability of a laptop computer is desirable but not required for this course. Each student should begin making plans for this addition to one's learning resources. Either a PC or Mac platform is acceptable. Further information can be obtained through our technology services office and Kim Melluck at kmelluck@iupui.edu. IUPUI has information through UITS on computer purchasing to help meet this need.

**EXPECTATIONS, GUIDELINES, AND POLICIES**

**Attendance:**
Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not provide evidence of attendance while in class, you shall be marked absent. Signing or providing evidence for another student is prohibited. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism. Illness or a death in the immediate family is usually the only acceptable excuse for absence from class. Absences must be explained to the satisfaction of the instructor, who will decide whether omitted work may be made up. To protect your privacy, doctor’s excuses should exclude the nature of the condition and focus instead on how the condition effects on your coursework.

**Attendance:** Attendance for N255 is required. Since our class meets only one time per week, it is imperative that you make every attempt to attend each class. You will receive 10 points toward your final grade for each lab exercise you complete. You are allowed (1) unexcused or excused absence.
Incomplete:
The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. http://registrar.iupui.edu/incomp.html

Deliverables:
You are responsible for completing each deliverable (e.g., labs, assignments, quizzes) by its deadline and submitting it by the specified method. There are no makeups; if you miss the deadline; you lose the points. Deadlines are outlined in the syllabus or in supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable and for finding out what had been covered in class, including any new or modified deliverable.

Course Organization:

Delivery:
This class meets on Wednesday evenings from 6p-8:40pm. The first hour of class is devoted to lectures and presentations. The remaining 1+ hour of class is lab time. Use this time to ask questions, complete lab exercises, work on audio projects and take quizzes scheduled for that evening.

Four Quizzes:
There will be four quizzes in N255. Quizzes will be online through Canvas. Note: Quizzes must be completed in class on the day they are assigned.

Labs Exercises:
There will be an in-class lab exercise during the last half of each class meeting. Lab exercises must be completed in class on the day they are assigned.

Audio Projects/Final Project:

Audio Projects: There are (3) audio projects in this course. There are no-make ups allowed for any of the assignments. Due dates will be published in the instructions for each assignment.
There will be (1) Final Project based on the new knowledge gained from this course.
Grading Information: Grade Breakdown

Lab Exercises 15 @ 10 points each = 150 points
3 Audio Projects @ 100 points each = 300 points
4 Quizzes @ 50 points each = 200 points
Final Project = 350 points

Total Possible Points = 1000

Grade Scale

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<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>970 - 1000</td>
<td>A+</td>
</tr>
<tr>
<td>930 - 969</td>
<td>A</td>
</tr>
<tr>
<td>900 - 929</td>
<td>A-</td>
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<tr>
<td>870 - 899</td>
<td>B+</td>
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<tr>
<td>830 - 869</td>
<td>B</td>
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<tr>
<td>800 - 829</td>
<td>B-</td>
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<td>D</td>
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<tr>
<td>600 - 629</td>
<td>D-</td>
</tr>
<tr>
<td>0–599</td>
<td>F</td>
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</tbody>
</table>

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student’s work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct. Refer to The Code > Responsibilities > Academic Misconduct at http://www.indiana.edu/~code/. All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. https://www.indiana.edu/~istd You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the Publication Manual of the American Psychological Association). To detect plagiarism instructors apply a range of methods, including Turnitin.com. http://www.ulib.iupui.edu/libinfo/turnitin

Academic Misconduct:

1. Cheating: Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare
work, without advanced authorization from the instructor to whom the work is being submitted.

c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.

d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.

e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.

g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.

h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication: A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism: Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
      1. directly quoting another person’s actual words, whether oral or written;
      2. using another person’s ideas, opinions, or theories;
      3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      4. borrowing facts, statistics, or illustrative material; or
      5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

4. Interference: Students must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. Violation of Course Rules: A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the
learning process in the course.

6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

**OTHER POLICIES**

1. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: [http://registrar.iupui.edu/course_policies.html](http://registrar.iupui.edu/course_policies.html)

2. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

3. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.

4. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

5. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit [http://aes.iupui.edu](http://aes.iupui.edu) for more information.

6. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student’s responsibility to inform the instructor. If a student misses more than half of the required activities within the first
25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.

7. **Emergency Preparedness**: Safety on campus is everyone’s responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. [http://protect.iu.edu/emergency](http://protect.iu.edu/emergency)

**MISSION STATEMENT**

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI’s mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University’s Strategic Directions Charter.

**STATEMENT OF VALUES**

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana’s capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.
### Class Schedule (may be updated at any time)

<table>
<thead>
<tr>
<th>DATE</th>
<th>IN-CLASS ACTIVITIES/LAB EXERCISE</th>
<th>HOMEWORK / DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/26 Syllabus and general overview of semester. What Sound Is and What it Means.</td>
<td>Read Chapter 1&lt;br&gt;BRIING YOUR HEADPHONES EVERY WEEK</td>
</tr>
<tr>
<td>2</td>
<td>9/2 Radio Broadcast &amp; Podcast</td>
<td>Read Chapter 3 &amp; 4</td>
</tr>
<tr>
<td>3</td>
<td>9/9 Acoustical Design</td>
<td>Read Chapter 9 &amp;10&lt;br&gt;Audio Project #1 Due</td>
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<tr>
<td>4</td>
<td>9/16 Voiceover</td>
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<tr>
<td>5</td>
<td>9/23 Live Sound</td>
<td>Quiz (Ch. 1,3,4, 9 &amp; 10)&lt;br&gt;Read Chapter 12</td>
</tr>
<tr>
<td>6</td>
<td>9/30 Sound for Television &amp; Advertising</td>
<td>Read Chapter 14 &amp; 15</td>
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<tr>
<td>7</td>
<td>10/7 Sound Design for Animation</td>
<td>Read Chapter 17&lt;br&gt;Audio Project #2 Due</td>
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<tr>
<td>8</td>
<td>10/14 Sound Design for Gaming</td>
<td>Read Chapter 18</td>
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<tr>
<td>9</td>
<td>10/21 Sound for New Technology/Internet</td>
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<tr>
<td>10</td>
<td>10/22 Studio Recording/ Music</td>
<td>Quiz (Ch. 12,14,15,17 &amp; 18)&lt;br&gt;Read Chapter 19</td>
</tr>
<tr>
<td>11</td>
<td>11/4 Sound for Museums/Kiosks</td>
<td>Audio Project #3 Due</td>
</tr>
<tr>
<td>12</td>
<td>11/11 Location Sound for Movies</td>
<td>Quiz (Ch. 19)</td>
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<tr>
<td>13</td>
<td>11/18 Movie Post Sound/Foley/ADR</td>
<td>Read Chapter 20 &amp; 21</td>
</tr>
<tr>
<td>14</td>
<td>11/25 NO CLASS - THANKSGIVING</td>
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</tr>
<tr>
<td>15</td>
<td>12/2 Final Project</td>
<td>Quiz (Ch. 20&amp;21)</td>
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<tr>
<td>16</td>
<td>12/9 Final Project Showcase</td>
<td>Final Project Due</td>
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