

# **COURSE SYLLABUS**

**South Plains College**  
**Technical Education Division**  
**Creative Arts Department**  
**Sound Technology Program**  
**Levelland Campus**

**DEPT-NO: MUSC 2451 (4:3:4)**  
**COURSE: Audio for Video**  
**SECTIONS:**  
**2451.001**

## COURSE SYLLABUS

**COURSE TITLE:** MUSC 2451 Audio for Video  
**INSTRUCTOR:** Dolf Guardiola  
**OFFICE:** Creative Arts Building CA119  
**PHONE:** 806-894-9611 x 2273 (direct line: 716-2273)  
**E-MAIL:** rguardiola@southplainscollege.edu  
**OFFICE HOURS:** POSTED ON INSTRUCTORS DOOR and online (see Communication section)  
**WEB SITE:** <http://southplainscollege.blackboard.com/>

### SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

- I. GENERAL COURSE INFORMATION:
- a. **Course Description:** This is an advanced course covering audio production techniques for video productions; including synchronization; automated mix-down techniques; audio post-production for video; editing techniques; and live/on-location recording techniques and procedures.
  - b. **Course Learning Outcomes:** The student will prepare for, setup, and mix live music performances; demonstrate synchronization of audio and video; and complete live, simulated live, and non-linear post-production audio mixes. Mastering this material will enable the student to handle the specific demands of audio production in video-related fields.
  - c. **Course Competencies:** To receive a passing grade for this course a student must receive a 70% or higher grade on the competency exam at the end of the semester, and be able to master at least 60% of the skills and knowledge demonstrated throughout the semester. The areas of concentration will include: mixing live audio for broadcast to industry accepted levels and standards, laying back audio post-production mixes to video, creating sound beds for edited video, and basic audio post-production techniques in utilizing Pro Tools software and hardware.
  - d. **Academic Integrity:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work, which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism. (See "Academic Integrity" as well as "Student Conduct" sections in the college catalog). At times, working with other students is encouraged for some assignments. If you have a question as to whether you may work with other students on any assignment, ask your instructor.

## II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

### a. **Textbooks:**

- i. See instructor .

- b. **Attendance Policy:** Any student may be withdrawn from the course at the instructor's discretion if either 1) in compliance with the general attendance policy of South Plains College, a student fails to attend class for two consecutive weeks; 2) if the student has in excess of 3 excused or unexcused absences; or 3) it is determined by the instructor based on the student's grades and attendance record that the student is unable to pass the course. **Due to the amount and technical nature of the information it is imperative that students attend and are attentive during class time.**

Any student not present when roll is taken will be counted absent. A student who comes in after roll is taken can request that the absence be changed to a tardy after the class is over.

Excessive Absences/Drops: In order to avoid a grade of "F" appearing on his/her transcript, the student should formally withdraw from the class if she/he no longer plans to attend. Students who receive financial aid and have excessive absences will be reported to the Dean of Students.

**Assignments, Quizzes, etc. missed may only be made up if arrangements are made with the instructor prior to the absence. Call or email the instructor if you are not going to be able to attend.**

- c. **Assignment Policy:** Students will be required to complete various out-of-class assignments and projects. Details regarding these projects and assignments will be distributed to the class. **Work missed can only be made up if arrangements are made with the instructor prior to the absence. Call or email the instructor if you are not going to be able to attend.**
- d. **Workload Policy:** For college level courses you should plan on 2 hours of work outside of the classroom for every hour in the classroom. This means for a 4-credit course, like this course, you should plan on 8 hours a week for readings, homework, projects, etc. So please plan accordingly!
- e. **Weekly Preparation:** Prior to each class meeting, you are expected to have 1) read the assigned readings and 2) completed any class or homework assignments.
- f. **Communication:**
  - i. **Office Hours:** My regular office hours will be posted on my door and are also available online on Blackboard. Other meeting times can be arranged by appointment. You may stop by my office at anytime, however, making an appointment will ensure my undivided attention. If at anytime during the semester you require help or special consideration regarding any subject, please feel free to contact me. I encourage you to utilize these office hours and appointments.
  - ii. **E-mail:** I will utilize e-mail during the course of the semester to communicate with you. It is important that you have an active email and know how to use (or learn) e-mail, the Internet, and computing in general (such as word processing, graphics, and database management) as part of your college education.
  - iii. I will utilize Blackboard (url listed at the beginning of this syllabus) to post presentations, documents, hand-outs, additional required readings and other communications online. If you have questions regarding Blackboard please see your instructor or go log-on to your MySPC page, which also can link you to Blackboard.
  - iv. I will use Remind to send informational texts to students. Text either @a4v to (469) 502-7966 to subscribe to my Remind account.
- g. **Grading Policy:** Students will be graded by examination, assignments, in-class exercises, projects, class participation, and quizzes.
  - i. Exams will represent 30% of your final grade.
  - ii. Projects will represent 30% of your final grade.
  - iii. Class Participation will represent 10% of your final grade.
  - iv. Show Assignments will represent 30%
  - v. Absences in excess of 3, excused or unexcused, will result in a ½ letter grade reduction for each absence

h. **Grading Format:**

- i. A = 90 - 100%; B = 80 - 89%; C = 70 - 79%; D = 60 - 69%; F = 0 - 59%
- ii. The instructor reserves the right to drop any student if the student's overall grade is below 60%.

i. **Miscellaneous:**

- i. There will be no phones, pagers, PDA's, or electronic devices of any nature allowed during class, shows or testing.
- ii. All electronic devices, including cell phones and computers, must be turned off during class unless you have received instructor permission prior to class. Any student that violates the above will receive a "0" for that day and be asked to leave with an absence.
- iii. Using phones or text messaging during class will result in immediate dismissal from the class and result in an unexcused absence for that class period. If you must take a call or read/answer a text message please leave the classroom, as making/taking calls and text messaging during class is distracting to the instructor and other students. Leaving class repeatedly to make/take calls or text messages will result in a loss of professionalism points.
- iv. I expect: students to be on time, awake & attentive, respectful, and complete the assignments and readings on-time.
- v. The student can expect: class to start and end on-time, proper time to prepare for tests and complete assignments, and to be treated with respect.

j. **Late Policy:** All materials to be turned in (papers, assignments, etc) are due at the beginning of class on the due date. Any assignment or homework received after the class period on the due date will be penalized based on the following, using business/school days M-F:

- i. 1 day late: 2.5% deduction; 2 days late: 5% deduction; 3 days late: 10%; and 4 days to 1 week late: 25% deduction; Late assignments **will not be accepted after 1 week** and will receive a zero.
- ii. There may be some assignments or projects where this late policy will not apply and the project or assignment will not be accepted beyond the due date. This will be communicated on the project details handout for the project or assignment.

II. DESCRIPTIONS:

- a. **Class Participation:** Active participation in this course is required and is an important part of the learning process. Class participation points will be earned for your active participation during class discussions, class exercises, and in-class audio for video projects. Class participation points may be lost for absence, lateness, leaving class early, and/or talking during lectures and in-class projects. Students are expected to participate in various in-class activities that are designed to enhance the learning process. The points from these activities may not be made up in the event of an absence.
- b. **Examinations:** The tests will be made up of any combination of multiple-choice, true/false, matching, fill-in-the-blank, hands-on, and other various formats.
- c. **Quizzes:** There will be announced and unannounced quizzes given before, during, or at the end of class. Quizzes will cover lecture material as well as the assigned readings. These quizzes are intended to give the student an idea of how certain topics will be assessed on examinations, and to give the instructor feedback on the student's mastery of topics.
- d. **Out-of-Class Exercises & Assignments:** There will be several exercises and assignments that will be completed outside of class. These exercises and assignments will be designed to allow the student to practice the techniques taught during lectures.

- e. **Projects & Assignments:**
  - i. You will be responsible for several projects and assignments that will be completed outside of normal class time. Students will engineer several shows some during class time and several outside of the scheduled class period.
  - ii. Students will receive priority studio time to work on out-of-class projects and assignments. Most will be able to be completed by booking the Tom T. Hall control room or using the Pro Tools systems in CA 135.
  - iii. Students must follow all recording studio rules and regulations as posted in each studio. The student engineer is responsible for making all participants in the session aware of proper procedures. If participants are unwilling to comply with studio rules, the student engineer should notify the staff member on studio watch or an instructor. Non-compliance with studio rules constitutes grounds for loss of studio privileges.
  - iv. Students must follow the rules regarding the proper place to store their studio projects on any SPC Sound Technology department computer. The details will be discussed in class. Failure to follow the rules may result in the loss of project materials and will not be an accepted excuse for failure to submit an assigned studio project.
- f. **Competencies:** Each competency must be passed with a score of 70% or better in order for the student to pass the competency. All competencies must be passed to receive credit for the competencies. The majority of the competencies, including the hands-on competencies, will be given during the week prior to finals week. The student will be given one chance to re-take a competency if the student does not receive a passing grade on their first attempt. In order to pass this exam the student will show mastery of the equipment and synchronization techniques utilized during class. The topics covered by the exam will include, but are not limited to the following: console setup, including signal flow and routing, channel naming, channel copy/move functions, effects setup, scene naming and saving, EQ & dynamics setup, mix output setup; Multitrack recorder setup; and synchronization of all audio and video devices. A complete list of competencies will be distributed to the class.
- g. **Meeting Place:** the class will typically meet in CB 114B (Tom T. Control Room).

### III. Accommodations:

- a. In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.
- b. South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age. (SPC Equal Opportunity Policy--General Catalog). Any student who, because of a disability or other special consideration, may require special arrangements in order to meet course requirements, should contact the instructor as soon as possible to make necessary accommodations. In addition, students may contact SPC Special Services Office and/or Counseling Center for individualized assistance.
- c. Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.
- d. **Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.
- e. **Title IX Pregnancy Accommodations Statement**  
If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility

to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.

f. **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at:

<http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.