



**INFORMATION TECHNOLOGY EDUCATION**  
**Digital Media Technology - Syllabus**

<b>Course Title and Number:</b> Digital Audio – DIG2251.081-082		<b>Instructor:</b> Wes Lindberg	
<b>Year and Term:</b> 2017 Fall A	<b>Course Credits:</b> 3.0		<b>Office Location:</b> N-322
<b>Office Phone:</b> (352) 395-5587	<b>Office Hours:</b> Mon., Wed. & Thurs. 7-9:00am		<b>Class Location:</b> N-312
<b>Meeting Time/Days:</b> 081 Monday and Wednesday 9:00-11:50am 082 Tuesday and Thursday 12:00-2:50pm		<b>Email Address:</b> <a href="mailto:wesley.lindberg@sfcollge.edu">wesley.lindberg@sfcollge.edu</a>	
<b>Web Page Address:</b> <a href="http://home.ite.sfcollge.edu/~wesley.lindberg/">http://home.ite.sfcollge.edu/~wesley.lindberg/</a>		<b>Fax Number:</b> 352.395.4154	

<b>Course Description</b>	In this course students develop knowledge of basic audio and digital audio concepts and audio processing principles as well as production as it relates specifically to the multimedia field. This class covers the basic principles of the physics of sound and how this translates to audio collection in the field and in the studio for voiceover as well as digital manipulation and production of audio for use in video, animation and motion graphics projects. The student will be able to effectively collect live sound in the field and during video capture as well as learn basic principles to enhance captured audio as well as apply techniques in sound effects as well as scoring of video, animation and motion graphics projects.
<b>Prerequisites</b>	Prerequisites: GRA2141C
<b>Course Objectives Reflecting Expected Student Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Learning Objective – Effective use of field audio-recording equipment- ‘What’s that sound?’ Project– This project introduces the student to audio recording devices. The student must find three sounds in the field one that is pleasing, one that is irritating and one that will remain a mystery to the rest of the class who has to guess at the sound. Aside from this being an exercise in using the recording equipment and microphone correctly, it also encourages the student to pay attention to extraneous sound ‘in the field’ which will become important on projects later in the program. The mystery sound is useful because if the audio is not captured at acceptable quality it will be very difficult for the class to guess this sound. Students often guess that the mystery sound resemble something that it is not which is useful for students to understand what actions/vibrations/objects can be used in Foley sound creation later in the course.</li> <li>2. Learning Objective – The importance and power of sound in storytelling – Audio Story Project – Students must create a 1-minute story using on audio and sound effects either captured in the field or imported from a sound FX library that is edited together in a linear fashion. An example might be ‘making breakfast’. The audio FX presented in the project will</li> </ol>

	<p>lead the listener to realize they are listening to the sounds of someone cooking, making coffee, etc. This project introduces the student to audio editing software, use of sound FX libraries and digital audio files as well as the power that audio has to tell a story on its own and why it is necessary to incorporate high-quality audio into a video project.</p> <p>3. Learning Objective – Integration of Audio Enhancement into Video Projects – Sound Replacement Project – In this project, students are given a 2-minute film or video clip that has had the sound removed. Students must generate through both field and studio audio collection: the dialogue (Automated Dialogue Replacement ADR), sound FX, Foley and music and synch it to the provided video in an effective manner that accurately portrays a multi-track soundscape that accurately reflects the action and dialogue of the video.</p>
<b>Grading</b>	<p><b>Grading Scale and Standards:</b>  PERCENTAGE SCALE: A=91-100 • B+=89-90 • B=81-88 • C+=79-80 • C=71-78 • D+=69-70 • D=61-68 • F=0-60</p> <p><b>Policy on Late Work:</b>  Late work will only be accepted under <b>dire circumstances and at the discretions of the instructor</b>. In general, LATE WORK WILL NOT BE ACCEPTED.</p> <ul style="list-style-type: none"> <li>• Late work is subject to a 20% penalty per day, if accepted.</li> <li>• Work will be considered late if not turned in by due date and time. Work turned in late may or may not be graded with the rest of the class.</li> </ul> <p><b>Disclaimer Regarding Grade Changes:</b>  All grade change requests must be made within 5 days of issue date.</p>
<b>Attendance Policy</b>	<p>Multimedia and Video Production are demanding fields that emphasize tight deadlines and superior client service; the curriculum and class structure of Digital Media and Graphic design reflect this reality. To prepare you for work, classes are fast-paced and intensive, often involving the creation of projects for real-world business clients. Just like in the working world, there are penalties for poor performance.</p> <p>Technical problems and most personal problems are not considered excuses for late work. Attendance is required. You are expected to attend classes and lab sessions unless prevented by illness or emergency.</p> <p>Arrive to class on time, with the appropriate materials and work through the entire class. It is your responsibility to read and follow the course calendar available on Canvas or by the syllabus given to you by your instructor. Announced changes to the course calendar, demonstrations, or general classroom critiques demand your presence; compensatory work of another kind will not be accepted in lieu of missed instruction. A missed class does not constitute an extension of an assignment!</p> <p>Attending class unprepared for a discussion, critique, workday, or presentation will be considered an absence. Not participating in class discussions, working on other instructors assignments during lecture, playing games or being on social media can be graded as an absence at the instructor's discretion.</p>

	<p><b>Universal point system for all Graphic Design / Digital Media classes</b></p> <ul style="list-style-type: none"> <li>• Each class will have a total of 2000 points available for the student to earn</li> <li>• 1600 points (80%) will come from projects, quizzes and assignments</li> <li>• 400 (20%) points will come from attendance and class participation</li> </ul> <p>Missing a critique will count as absence. Excused absences will require a written note from your doctor and will be granted at the discretion of the instructor.</p>
<p><b>Required Text(s) and/or Video Training Subscriptions</b></p>	<p><b>Required:</b> No textbook required, however Lynda.com Video Training is REQUIRED:</p> <p>Lynda.com Subscription Video Training – Purchase online; <a href="http://Lynda.com">Lynda.com</a> Optional free access: UF Faculty, staff and students. Alachua County Library card holders - <a href="https://www.aclib.us/research/blog/do-you-know-lynda">https://www.aclib.us/research/blog/do-you-know-lynda</a></p>
<p><b>Required Course Materials</b></p>	<ul style="list-style-type: none"> <li>• Video camera</li> <li>• External HD</li> <li>• Production Notebook and Sketch pad</li> <li>• Lynda.com</li> </ul>
<p><b>Recommended</b></p>	<ul style="list-style-type: none"> <li>• External Recorder</li> <li>• Shotgun or Lav mic</li> <li>• Headphones</li> </ul> <p>Equipment checkout: The department has a limited supply of microphones and recorders that students may check out for periods of 24 hours. They can be checked out on a first come first served basis from the front office. All gear will be inventoried and checked before it leaves the department and when it is checked back in. You will be responsible for it once you take possession, so please treat the gear like it is your own.</p> <p>It is recommended that you begin acquiring audio gear for your kit. All working video professionals do need some level of audio equipment in their bag.</p>
<p><b>Term Calendar</b> <i>(Tentative: The instructor reserves the right to alter dates of presentations and exams/projects.)</i></p>	<p><b>Due dates for Major Requirements:</b> <b>*See LMS Calendar for details and updates.</b></p> <p><b>Topics to be Covered:</b> Audio production and concepts</p> <p><b>Reading Assignments:</b> TBA</p>
<p><b>Unique Class Procedure</b></p>	<p><b>All video files will be .mov</b></p> <p><b>Codex:</b> Working file codex: ProRes422 (ProRes4444 if an alpha channel is needed)</p>

	<p>Finishing file codex: h.264</p> <p><b>Frame Rates:</b>  23.976 / 24 - Film/Narrative  29.98 / 30 - News and Reality or Video style  59.94 / 60 - Action / Slow Motion</p> <p><b>Sizes:</b>  4k  1080p (preferred for turn in)  720p  480p (for comps with heavy render time)</p> <p><b>Aspect:</b>  16:9</p> <p><b>Pixel shape:</b>  Square</p>
<p><b>File Naming Convention</b></p>	<p>The Digital Media department has adopted a program wide file naming convention. All your files must be named this way before being handed over to your instructor. Projects not following this file naming convention will not be accepted and your grade will reflect that:</p> <p>Files names must be structured this way:  projectID_studentFirstNameandInitials_Ver#OrFinal.filetype</p> <p>Where:  'projectID' stands for the name of the specific project (The project description is up to the instructor.)  'studentFirstNameandInitials' is of course your last name followed by your initial(s) as one single word.  'Rev#OrFinal' is the Revision state or Final (there can be only one final in the folder). Revisions numbers need to start with 0. For instance, the 'project_01' would read: proj_01_WesRL_ver01.mov or proj_01_WesRL_final.mov  If the instructor does not provide the name, use proj_01, proj_02, etc. No special characters should be used.</p>
<p><b>List of Important Dates</b></p>	<p>August 21 - Classes begin  August 23 - Last day to DROP with NO record and receive a refund for Fall A  August 25 - Last day to DROP with NO record and receive a refund for Fall  September 4 - HOLIDAY – Labor Day – MONDAY Campus Closed  September 21 - Last day to withdraw and receive a "W" for Fall A  October 5 - Fall A Classes End  October 16 - Fall B Classes Begin  October 18 - Last day to DROP with NO record and receive a refund for Fall B  October 20- Last day to withdraw and receive a "W" for Fall  November 15 - Last day to withdraw and receive a "W" for Fall B  November 22-24 Thanksgiving Holiday  December 1 - Fall and Fall B Classes End  December 8 – Graduation Ceremony</p>

<b>Availability of Tutoring, Learning Lab, Academic Support</b>	If you need additional tutoring or lab time see your instructor or inquire addition help from lab techs. Note: lab techs are not required to assist students with projects or assignments but can do so if time is available and skillsets are applicable.
<b>Safety Issues</b>	No food or drinks allowed in the labs or classrooms, consume all items in the Production Room N-325, across the hall from N-312.



## INFORMATION TECHNOLOGY EDUCATION

### Policies and Guidelines

#### Cell Phone Use Policy

Given the disruptive potential posed by cell phones, students are required to keep cell phones off during class lectures. Use of cell phones during lab exercises are permissible, but please consider those around you

#### \*Children in the Classroom

Children represent a disruptive element for the classroom. They also increase the risk of accidents occurring in the lab. For those reasons, children should not be brought to either the classroom or the laboratory.

#### Academic Honesty: Plagiarism And Cheating

Academic honesty is expected, and the instructor reserves the right to respond to cheating, plagiarizing, or other forms of unethical behavior with penalties up to and including removal from the class and/or failure in the course. The instructor also reserves the right to make necessary adjustments to the syllabus.

#### Academic Ethics and Confidentiality

It is the responsibility of everyone engaged in the learning experience to respect the rights and feelings of their fellow learners. Information gathered in the classroom and from on-line discussions and exercises is to be considered confidential. At the same time, students must recognize that the instructor and the College cannot guarantee the confidentiality of what the student may choose to disclose. Students must use their own discretion when engaging in classroom discussion.

#### Classroom Behavior

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Students are required to keep cell phones off during class lectures, unless there is permission in advance from the instructor. Instructors have the right to remove offending students from class. Repetition of the offense may result in expulsion from the course. Students are expected to be courteous to others and that includes coming to class on time.

#### Student Rights and Responsibilities

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. For a complete list of students' rights and responsibilities go to:

[:http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student\\_rights](http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student_rights)

**Americans with Disability Act – Disability Accommodation Statement**

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. You must be registered with Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see:

[http://www.sfcollege.edu/student/drc/index.php?section=faculty\\_resources/rights\\_responsibilities](http://www.sfcollege.edu/student/drc/index.php?section=faculty_resources/rights_responsibilities)

**Discrimination/Harassment Policy**

SF prohibits any form of discrimination or sexual harassment among students, faculty and staff. For further information, refer to College Rule 2.8 at:

[http://dept.sfcollege.edu/rules/content/media/PDF/Rule\\_2/2\\_8.pdf](http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_8.pdf)