

# **COURSE SYLLABUS**

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

**DEPT-NO: FLMC 2330 (3:2:4)  
COURSE: AUDIO POST PRODUCTION  
SECTIONS:  
2330.001**

## COURSE SYLLABUS

**COURSE TITLE:** FLMC 2330 Audio Post Production  
**INSTRUCTOR:** Chris Neal  
**OFFICE:** Commercial Music Building CA 105  
**PHONE:** 806-894-9611 x 2021 (direct line: 716-2021)  
**E-MAIL:** cneal@southplainscollege.edu  
**OFFICE HOURS:** POSTED ON INSTRUCTORS DOOR and on Blackboard (see Communication section)  
**WEB SITE:** <http://southplainscollege.blackboard.com/>

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

#### I. GENERAL COURSE INFORMATION:

- a. **Course Description:** Skill development utilizing the technology, creative application and requirements for producing audio soundtracks for film and video; sound design for sound effects; 5.1 surround mixing; and the audio mastering process.
- b. **Course Learning Outcomes:** Demonstrate the use of time code and synchronization to mix and prepare video for audio playback; construct basic soundtrack; collect field recordings for sound effects; sound design for sound effects. Identify and implement the eight basic steps of mastering audio. The student will be able to create a 5.1 surround sound music and/or film mix from a multi-track recording.
- c. **Course Competencies:** To receive a passing grade for this course a student must be able to master at least 60% of the skills and knowledge presented as assessed through tests, projects, quizzes and written assignments given throughout the semester. Professionalism is also a factor in grading and must be demonstrated in all areas to receive the highest possible grade.
- d. **Course Summary:** The purpose of this course is to provide real world training in the area of audio post-production. The course will emphasize practical knowledge of the subject matter, proficiency in applying the necessary skills, and a degree of professionalism befitting the audio industry. The specific topics that will be addressed include music mastering, elements of a soundtrack, dialog editing, ADR, sound design, Foley, and audio editing for video and film.
- e. **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 work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog, pg.22-23, regarding consequences for cheating and plagiarism (see "Academic Integrity" and "Student Conduct" sections).
- f. **SCANS:** This course includes SCANS competencies C1, C3-C8, C10, C13, C15, C16, C18-C20. Foundation skills include F1-F3, F5, and F7 through F15. A key to these codes is found on the last page of this syllabus.

#### II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

- a. **Textbooks:** ebooks are available for the 2020/2021 version of the Pro Tools Fundamentals book.
  - i. Pro Tools for Film and Video. By Dale Angell
  - ii. Pro Tools 110: Fundamentals II v2020/2021. By Frank D. Cook
  - iii. Pro Tools Reference Guide for v2021.x (or latest)
  - iv. In addition, the instructor may use handouts and other supplemental material, which will be made available online on Blackboard.
- b. **Attendance:** 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.
  - i. Due to the amount and technical nature of the information it is imperative that students attend and are attentive during class time. 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.
  - ii. Any student not present when roll is taken will be counted absent. A student who comes in after roll is taken may request that the absence be changed to a tardy after the class period has ended.
  - iii. Every absence above 3 will result in a ½ letter grade reduction in your final grade. A Tardy counts as ½ of an unexcused absence.

- iv. In order to avoid a grade of “F” appearing on his/her transcript, the student should formally withdraw from the class if he/she no longer plans to attend. Students who receive financial aid and have excessive absences will be reported to the Dean of Students.
- v. Absences and being tardy will also be assessed as part of the “Professionalism Grade” (see grading policy). Missing class or arriving late is unprofessional and that type of behavior will not be tolerated in professional work environments. Unavoidable absences will be considered at the instructor’s discretion, but the student should make every effort to notify the instructor in advance in such a case. Call and/or email the instructor if you are not going to be able to attend. This is a professional courtesy and is what an employer would expect of you if you had to miss work due to an unavoidable circumstance.
- c. **Supplies:** All students will need to have a USB drive to backup their assignments/projects, and a smaller USB drive to turn in projects (8GB should be sufficient). Due to certain restrictions on lab/studio computer use, certain computers may not be available for use on a given day. Therefore, it is important for students to copy their files to the network storage drive and keep a physical copy of their files with them on a USB drive or other personal storage. A fast USB (3.0) with 32 or 64GB+ storage would be recommended. The student should also utilize the “ST\_Storage” network drive to backup their data. Having multiple backups of important data is a must these days. The student is responsible to purchase any necessary USB drives to turn in projects and assignments and backup their data.
- d. **Assignment/Project Policy:** Students will be required to complete several out-of-class assignments and projects, outlined in section III of this syllabus. Procedures will be demonstrated in class and the student will complete the projects during arranged lab time.
- e. **Make-up Work:** Assignments, tests, and other missed work can only be made up if arrangements are made with the instructor prior to an absence. Missed quizzes may not be made up under any circumstance.
- f. **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 3-credit hour course, like this course, you should plan on 6 hours a week for readings, homework, projects, etc. So please plan accordingly!
- g. **Weekly Preparation:** Before each class meeting, you are expected to have 1) read the assigned readings, 2) watched any assigned video content and 3) completed any class or homework assignments.
- h. **Communication:**
  - i. Office Hours: My regular office hours will be posted on my office 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 to post documents, hand-outs, additional required readings and other communications. If you have questions regarding Blackboard please see your instructor or log-on to your MySPC page, which also can link you to Blackboard. There is a link to Blackboard Help in the "Other" section in the main content menu.
- h. **Grading Policy:** Students will be graded by examination, quizzes, assignments, exercises, projects, and professionalism.
  - i. Exams will represent 30% of final grade. Broken down as follows:
 

1. Mid-Term Exam	= 10%
2. Final Exam—written	= 20%
  - ii. Projects will represent 35% of final grade. All projects must be completed to receive ANY project points
  - iii. Assignments/Exercises will represent 15% of final grade.
  - iv. Quizzes will represent 5% of final grade.
  - v. Professionalism will represent 15% of final grade.
  - vi. Absences in excess of 3, excused or unexcused, will result in a ½ letter grade reduction for each absence. A Tardy counts as ½ of an unexcused absence.
  - vii. All exams will be announced at least one class meeting prior to the exam.
  - viii. Students will not be allowed to make-up or re-take any test or quiz. Students will be allowed to take exams early by making arrangements with the instructor. Exceptions may be made for extreme medical or family related issues at the instructor’s discretion.

- ix. The instructor reserves the right to drop any student if the student's overall grade is below 60%.
- i. **Grading Format:**
  - i. A = 90 - 100%    B = 80 - 89%    C = 70 - 79%    D = 60 - 69%    F = 0 - 59%
- j. **Miscellaneous:**
  - i. There will be no phones, pagers, PDA's, or electronic devices of any nature allowed during 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.
  - vi. Late Policy: All materials to be turned in (projects, 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 by a reduction in the student's Professionalism grade.
- k. **Class Conduct:**
  - i. Students are expected to be respectful of the instructor and the other students. Students should behave in a manner that reflects the degree of professionalism to be expected in a learning and professional audio environment. Students should not talk when the instructor is talking. When a student is asked to respond verbally other students should listen respectfully. The only time more than one person should be talking is when the instructor permits group discussion.
  - ii. Sleeping in class is prohibited and will not be tolerated. If you are too tired to stay awake in class don't come. It is unprofessional, rude, and distracting to the instructor and to the rest of the class and you will be asked to leave. It is your responsibility to insure that you have the rest you need so that you may fully participate in the class. If you think you may have a sleeping disorder you must contact the Student Services office and get the proper counseling, treatment and/or accommodation for your disorder.
  - iii. Medical/physiological conditions: The same goes for any other condition that you may have that could impact your performance in the classroom. There are services available to address learning disabilities, physical impairments, chronic illnesses, etc. but it is your responsibility to make arrangements with Student Services in order to find the most appropriate solution.
  - iv. Turn your cell phone off or put it in silent mode. Some phones vibrate almost as loud as they ring, especially if they are laying out on a desk or table. If anyone other than you can tell that your phone is ringing then it is too loud.
  - v. Respect the equipment. It belongs to everyone who is enrolled in audio courses. Budgets are very tight and equipment is expensive. If something gets destroyed, lost, or is taken it may not be replaced. If you see anyone abusing the gear or attempting to remove equipment from its designated area please tell an instructor or lab assistant. Use common sense. Audio equipment, whether it is a \$50 mic stand or a \$5000 pair of reference monitors, is delicate equipment and should not be forced or pushed too hard under any circumstances. If you think you need to force it you are doing it wrong! (Or someone else forced it and now it's messed up.) Get an instructor to help you.
- l. **SPC Tutors:** Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.
  - i. <http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>
  - ii. **Tutor.com:** You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:
    - 1. Monday – Thursday: 8pm-8am
    - 2. 6pm Friday – 8am Monday morning
  - iii. For questions regarding tutoring, please email [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu) or call 806-716-2538.

### III. DESCRIPTIONS:

- a. **Class Participation:** Active participation in this course is required and is an important part of the learning process. Students are expected to participate in various in-class activities that are designed to enhance the learning process.
- 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:** On occasion, there may be quizzes given during or after lectures, or at the beginning of class over 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 lecture topics.
- d. **Assignments:** A tentative list of the possible assignments follows:
  - i. **Sound Effects Spotting Session:** the student will perform a sfx spotting session for a given video clip and submit the proper paperwork. This assignment can be completed from home or in CB 135.
  - ii. **Surround Setup:** the student will setup a Pro Tools session with the proper bussing and effects routings to complete a surround mix in Pro Tools. This assignment can be completed using any of the surround capable Pro Tools HD systems.
- e. **Projects:** The student will use priority and personal time to complete projects. Specific instructions and requirements will be distributed for each project. Students must follow specific guidelines in the placement, naming, storage and back-up of their studio files. Failure to follow the prescribed guidelines may result in a deduction in the student's project and/or professionalism grade(s). Continued disregard of the policies may result in loss of studio privileges.
- f. **Assigning Grades:** The grade of "F" will be assigned to a student as an earned grade in regard to the learning objectives of a course. A student who does not meet the attendance requirements of a class as stated in the course syllabus, and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" as determined by the instructor. An "F" will not be assigned to any student administratively withdrawn from a course for non-attendance by an instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student's actions and disregard for the learning objectives of the course.
- g. **Professionalism:** Each student will start with 150 professionalism points. Points will be deducted for behavior or work that is deemed by the instructor to be unprofessional. This includes, but is not limited to the following: unapproved absences, lateness, failure to turn in assignments on time, sloppy or substandard work, uncooperative or negative attitude, disrespectful treatment of instructor or fellow students, inappropriate behavior, inappropriate attire, failure to turn off cell phones, misuse or abuse of equipment, etc. The severity of the offense will determine the amount of points taken off and will be solely at the instructor's discretion. Repeated offenses will result in more severe penalties.
- h. **Attendance Policy:** Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

- e. **COVID Policy:** Consistent with the latest CDC recommendations, anyone with a known COVID exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

#### IV. ACCOMMODATIONS:

- a. 4.1.1.1. 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.
- b. 4.1.1.2. Disabilities Statement  
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 Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
- c. 4.1.1.3. Non-Discrimination Statement  
South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
- d. 4.1.1.4 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 for assistance.
- e. Campus Concealed Carry - Texas Government Code 411.2031 et al. authorizes the carrying of a concealed handgun in South Plains College buildings by individuals and in accordance with Texas Government Code 411.209 (a). All holders of a valid Texas License to Carry may carry on their person a handgun that is concealed in accordance with Texas Penal Code 46.03 (a-2).

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. Individuals 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>

Report violations to the College Police Department at 806-716-2396 or 9-1-1.

- f. 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.

## V. SCANS Key

### Competencies

- C1 Time Management**
  - Completion of projects by due dates
  - Completion of assignments by deadlines
- C3 Material/Facility Management**
  - Using available facilities to complete projects in time allotted
- C5 Study/Evaluation Skills**
  - Demonstrating knowledge of written material through quizzes and tests.
- C6 Organizing and Maintaining Information**
  - Note taking
  - Assignment/project documentation
- C8 Computer Usage**
  - Using computer-based editors and recorders.
- C10 Teaching Others**
  - Listening to and providing feedback on others projects
- C13 Making Decisions**
  - Choosing how best to remix a stereo recording to take advantage of the added dimension of surround sound playback
  - Choosing which processes to use to improve a stereo mix
  - Deciding which processes to apply to a surround mix for best integration with visual elements
- C15 Understanding Social, Organizational and Technological Systems**
  - Understanding signal flow in audio systems
  - Understanding work flow in a post-production environment
- C16 Monitoring and Correcting Performance**
  - Storing and recalling mix set ups so mixes can be refined after evaluation
- C18 Selecting the Appropriate Technology**
  - Selecting the most efficient and effective processes for the job
  - Selecting the proper equipment for a specific task
- C19 Applying Appropriate Technology to Tasks**
  - Making sure the tools and processes applied actually make improvements in the final product rather than just changing the final product

### Foundation Skills

- F1 Reading – locates, understands, and interprets written information**
  - Displaying comprehension of reading assignments
- F2 Writing - communicates thoughts, ideas, information in written form**
  - Writing answers on written tests
  - Providing documentation for projects/assignments
- F5 Listening - receives, interprets, responds to verbal messages**
  - Listening to lectures, following verbal instructions
  - Following verbal instructions regarding project procedures
- F7 Creative Thinking – generates new ideas**
  - Coming up with creative ways to mix and place elements in surround sound mix
  - Creating sounds from “scratch” when producing sound design elements
- F8 Decision Making–specifies goals, assesses risk, makes best choice**
  - Deciding which processes will improve the quality of a stereo mix
  - Deciding which processes will have the greatest impact in the creation of a surround sound mix
  - Deciding which processes will work best with the visual elements in a video or film to most effectively tell the story
- F9 Problem Solving - recognizes problems, implements plan of action**
  - Identify deficiencies in a stereo mix, determine what processes can be implemented to correct them, and use critical listening to assess if the processes result in the desired improvements.
- F11 Knowing How to Learn - acquire and apply knowledge/skills**
  - Applying general mastering and mixing techniques to a number of specific audio tracks
- F13 Responsibility - perseverance toward goal attainment**
  - Mastering a stereo mix until it meets professional standards
  - Turning projects and assignments in on time
- F14 Self-esteem – believes in own self worth/has a positive view of self**
  - Producing professional quality projects