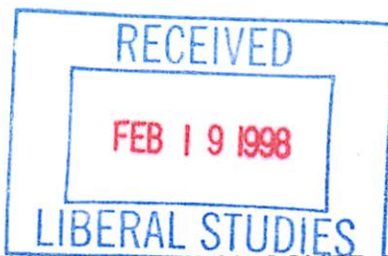


LSC Use Only  
Number: \_\_\_\_\_  
Submission Date: \_\_\_\_\_  
Action-Date: \_\_\_\_\_



UWUCC USE Only  
Number: 97-52t  
Submission Date: \_\_\_\_\_  
Action-Date: \_\_\_\_\_

**CURRICULUM PROPOSAL COVER SHEET**  
University-Wide Undergraduate Curriculum Committee

**I. CONTACT**

Contact Person Dr. B. Gail Wilson Phone 3210

Department Communications Media

**II. PROPOSAL TYPE (Check All Appropriate Lines)**

**COURSE** Basic Audio Recording Techniques  
Suggested 20 character title

\_\_\_\_ New Course\* \_\_\_\_\_  
Course Number and Full Title

**Course Revision** CM 249 Basic Audio Recording Techniques  
Course Number and Full Title

\_\_\_\_ Liberal Studies Approval + \_\_\_\_\_  
for new or existing course Course Number and Full Title

\_\_\_\_ **Course Deletion** \_\_\_\_\_  
Course Number and Full Title

**Number and/or Title Change** CM 449 Basic Audio Recording Techniques  
Old Number and/or Full Old Title

CM 249 Basic Audio Recording Techniques  
New Number and/or Full New Title

**Course or Catalog Description Change** CM 249 Basic Audio Recording Techniques  
Course Number and Full Title

\_\_\_\_ **PROGRAM:** \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ Track

\_\_\_\_ **New Program\*** \_\_\_\_\_  
Program Name

\_\_\_\_ **Program Revision\*** \_\_\_\_\_  
Program Name

\_\_\_\_ **Program Deletion\*** \_\_\_\_\_  
Program Name

\_\_\_\_ **Title Change** \_\_\_\_\_  
Old Program Name

\_\_\_\_\_  
New Program Name

**III. Approvals (signatures and date)**

B. Gail Wilson 12/15/97  
Department Curriculum Committee

[Signature] 12/15/97  
Department Chair

[Signature] 2/17/98  
College Curriculum Committee

[Signature] 2/17/98  
College Dean

\_\_\_\_\_  
+ Director of Liberal Studies (where applicable)

[Signature] 2/18/98  
\*Provost (where applicable)

## **Part II. Description of the Curriculum Change**

1. New Syllabus of Record (attached)
2. Summary of Changes  
Course Number Change, Course Description Change and Prerequisite Change

### Old Course Description

CM 449 - Basic Audio Recording Techniques 3c-01-3sh

**Prerequisites: CM 101, CM 403, permission**

Theory and practice of recording sound, developing an understanding of the language of sound recording as well as the ability to make sound recordings. Exposure to recording for various media including radio, music, motion pictures, television, multi-image, and slide and tape production. Material also appropriate for teachers who wish to make use of tape recorder in the classroom. Students will gain hands-on experience through labs and projects to be completed outside of class. Students will be expected to provide an audio tape recorder.

### New Course Description

CM 249 - Basic Audio Recording Techniques 3c-01-3sh

**Prerequisites: CM 101, permission**

Theory and practice of recording sound, developing an understanding of the language of sound recording as well as the ability to make sound recordings. Exposure to recording for various media including radio, music, motion pictures, television, and multi-media production. Material also appropriate for teachers who wish to make use of tape recorder in the classroom. Students will gain hands-on experience through labs and projects to be completed outside of class. Students will be expected to provide an audio tape recorder.

3. Justification/rationale for the change

The course number is being changed to more accurately represent the level of difficulty for the students taking the course and the academic year in which they are taking the course. The course is also being numbered to sequence with the upper level courses in this production area in the department.

The course description is being changed to remove references to technology that is out of date and no longer an appropriate part of this course.

The prerequisite for this course is being changed to remove CM 403 Broadcast Newswriting as a prerequisite. The course content of CM 403 is not necessary for the successful completion of this course. News writing and news production are not a component of this course.

4. Old syllabus of record (attached)

## **Part III. Letters of Support**

These changes do not affect other departments, so no letters of support are attached.

## **Part II. Description of Curriculum Change**

### **I. New Syllabus Of Record**

#### **I. Catalog Description**

##### **CM 249 - Basic Audio Recording Techniques**

3 credits  
3 lecture hours  
0 lab hours  
(3c-01-3sh)

##### **Prerequisites: CM 101 or permission of instructor**

Theory and practice of recording sound, developing an understanding of the language of sound recording as well as the ability to make sound recordings. Exposure to recording for various media including radio, music, motion pictures, television, and multi-media production. Material also appropriate for teachers who wish to make use of tape recorder in the classroom. Students will gain hands-on experience through labs and projects to be completed outside of class. Students will be expected to provide an audio tape recorder.

#### **II. Course Objectives**

Upon successful completion of the course, the student will be able to:

- Operate various types of audio equipment;
- Specify the appropriate microphones for a given recording scenario;
- Identify incidences of various technical terms when examples of them are encountered in a recording;
- Mix live voice, music, and special effects onto a master track;
- Dub from and onto different audio formats;
- Perform physical editing on 1/4" and 1/8" tapes; and
- Play an active role as a member of an audio production team.

#### **III. Course Outline**

##### **Week #1 (3 class hours)**

- Orientation and course overview
- History of sound recording
- The human ear
- Hearing vs. Listening

##### **Week #2 (3 class hours)**

- Physical characteristics of sound
- The sound wave
- Frequency and pitch
- Amplitude and sound pressure level
- Equal loudness principle
- Start Assignment #1: A Day In The Life Of

**Week #3 (3 class hours)**

- Guidelines for audio scripting
- Microphones
- How a microphone works
- Microphone pickup patterns

**Week #4 (1.5 class hours)**

- Critique Assignment #1

**Week #4 (1.5 class hours)**

- The audio tape recorder
- Parts of a tape recorder
- Tape recorder head configurations

**Week #5 (3 class hours)**

- Tape heads and track configurations
- Track vs. Channel
- Quaker, half, full and multi tracks
- Monoaural and stereophonic channels
- Properties of magnetic audio tape
- Audio tape formats
- Magnetic audio recording
- Tape speed and signal quality
- Tape millage and signal quality
- Tape width and signal quality

**Week #6 (3 class hours)**

- Basic audio mixing console
- Parts of an audio mixing console
- Demonstration of Assignment #2
- Start Assignment #2

**Week #7 (3 class hours)**

- Audio level control
- dB-SPL and loudness
- Volume Unit meter
- Headroom meter
- Peak Program meter
- Post production activities
- Electronic editing of audio recordings
- Tape and splicing demonstrations

**Week #8 (3 class hours)**

- Complete Assignment #2

Week #9 (3 class hours)

- Critique Assignment #2
- Copyright awareness

Week #10 (3 class hours)

Demonstration of Assignment #3 : Voice, Music

- Start Assignment #3: Voice and Music

Week #11 (3 class hours)

- Demonstration of Assignment #4 : Music, Voice, sfx
- Start Assignment #4: Music, Voice, Sound Effects

Week #12 (3 class hours)

- Start Assignment #5
- Final Project: 2 voices, music, and sound effects

Week #13 (3 class hours)

- Complete Assignments 3, 4, 5
- Critique Assignment #3

Week #14 (3 class hours)

- Present Assignments 4 and 5

**Final Exam as scheduled**

#### **IV. Evaluation Methods**

Students will complete five audio production assignments. Each will demonstrate a progressive level of competency in the production technique demonstrated and practiced in class. Assignments will be evaluated on those competencies, adherence to deadlines and production techniques. One final exam is scheduled.

#### **Assignments:**

A day in the life of...	1X10 = 10
Music with crossfades	1X10 = 10
Live voices with background music	1X15 = 15
Voice, music, and sound effects	1X20 = 20
2 voices, music, and sound effects	1X20 = 20
Final	1X25 = 25
Total Points Possible	= 100

**Grading Scale:** Grades are calculated by totaling the points received on all assignments and the final exam and dividing that number by the total points possible. The resulting percentage determines the letter grade, based on the scale below:

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
below 60%	= F

#### **V. Required Textbooks, supplemental books and readings**

Required Textbook: Alten, Stanley R. (1994). Audio in Media (3rd Edition)

#### **VI. Special Resource Requirements**

Students will be required to provide an audio tape recorder and to purchase audio tapes and editing supplies.

#### **VII. Bibliography**

- Alten, S.R. (1994). Audio in Media. Wadsworth, New York.
- Alten, S.R. (1996). The Recording Industry. Wadsworth, New York.
- Hull, R. (1998). The Recording Industry. Allyn & Bacon, Los Angeles.
- Nathan, J. (1997). Back to Basics Audio. Focal Press, Boston.
- Nelson, M. (1992). Basic Audio Production. Knowledge Industry Publications, Inc., White Plains, NY.
- Oringel, R. (1989). Audio Control Handbook. Focal Press, Stoneham, MA.
- Shields, S. (1991) Digital Advances in Contemporary Audio Production. University of Wisconsin Press.
- Talbot-Smith, M. (Ed.) (1997). Audio Explained. Focal Press, Stoneham, MA.
- Watkinson, J. (1993). The Art of Digital Audio. Butterworth-Heinman, London.
- Wilkinson, T. (1995). The Approach to Professional Audio. Butterworth-Heinman, London.
- Zaza, A. (1991). Audio Design: Sound Recording Techniques. Prentice Hall, New York.

## OLD SYLLABUS OF RECORD

CM 449: BASIC AUDIO PRODUCTION  
Spring, 1989: Tuesday and Thursday

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Instructor: Dr. Charles Kanyarusoke  
128 Stouffer Hall  
357-3773 (work)  
479-0238 (home)

Office Hours: 8:00 to 10:00 Monday, Wednesday, Friday.

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### About the Course

CM 449 is an introductory course to the techniques of and considerations for planning and recording sound. Through a hands on approach, students will complete exercises involving the creation of mono and stereo sound tracks, mixing, editing, and dubbing. Theories of sound recording and reproduction, equipment, and environmental considerations will be dealt with. Students will also be expected to amass a working vocabulary of technical vernacular, pertinent to sound recording practice.

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### Methodology

The teaching strategy for this class will include lecture, discussion, demonstration, and hands on. Individuals are encouraged to share their productions with the rest of the class for meaningful discussion.

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### Course Objectives

Upon successful completion of the course, the student will be able to:

1. operate various types of audio equipment;
2. specify the appropriate microphones for a given recording scenario;
3. identify incidences of various technical terms when examples of them are encountered in a recording;
4. mix live voice, music, and special effects onto a master track;
5. dub from and onto different audio formats;
6. perform physical editing on 1/4" and 1/8" tapes;
7. obtain raw scores of at least 70% on all tests;
8. play an active role as a member of an audio production team.

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Class Schedule

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Tue Jan 24: Orientation  
Course overview

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Thu Jan 26: History of sound recording  
The human ear  
Hearing versus listening

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Tue Jan 31: Physical characteristics of sound  
The sound wave  
Frequency and pitch  
Amplitude and Sound Pressure Level  
Equal Loudness Principle

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Thu Feb 2: No formal class meeting  
START ON ASSIGNMENT #1: A DAY IN THE LIFE OF:  
DUE TUESDAY, FEBRUARY 14

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Tue Feb 7: Guidelines for audio scripting

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Thu Feb 9: Microphones  
How a microphone works  
Microphone pickup patterns

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Tue Feb 14: CRITIQUE ASSIGNMENT #1 DUE AT BEGINNING OF CLASS

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Thu Feb 16: The audio tape recorder  
Parts of a tape recorder  
Tape recorder head configurations

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Tue Feb 21: Tape heads and track configurations  
Track versus channel  
Quarter, half, full, and multi tracks  
Monoaural and stereophonic channels

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Thu Feb 23: Properties of magnetic audio tape  
Audio tape formats  
Magnetic audio recording

CONTINUED



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Tnu Feb 23 continued

Tape speed and signal quality  
Tape millage and signal quality  
Tape width and signal quality

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Tue Feb 28: GROUP 1 ONLY WILL MEET IN MEDIA RESOURCES AREA,  
SECOND FLOOR, STABLEY LIBRARY

Basic audio mixing console  
Parts of an audio mixing console  
Demonstration of assignment #2

START ON ASSIGNMENT #2: CROSSFADING:  
DUE THURSDAY, MARCH 30

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Thu Mar 2: GROUP 2 ONLY WILL MEET IN MEDIA RESOURCES AREA,  
SECOND FLOOR, STABLEY LIBRARY

Basic audio mixing console  
Parts of an audio mixing console  
Demonstration of assignment #2

START ON ASSIGNMENT #2: CROSSFADING:  
DUE THURSDAY MARCH 30

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Tue Mar 7: Audio level control  
dB-SPL and loudness  
Volume Unit meter  
Headroom meter  
Peak Program meter

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Thu Mar 9: Post production activities  
Electronic editing of audio recordings  
Physical editing of audio recordings  
Tape splicing demonstration

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Tue Mar 21: GROUP 1 ONLY: COMPLETE ASSIGNMENT #2

Thu Mar 23: GROUP 2 ONLY: COMPLETE ASSIGNMENT #2

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Tue Mar 28: No class, Monday classes will be held

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Thu Mar 30: CRITIQUE ASSIGNMENT #2 DUE AT BEGINNING OF CLASS

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Tue Apr 4: Copyright awareness  
Demonstration of sound slide synchronization

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Thu Apr 6: GROUP 1 ONLY WILL MEET IN MEDIA RESOURCES AREA,  
SECOND FLOOR, STABLEY LIBRARY

Demonstration of assignment #3: Voice, Music

START ON ASSIGNMENT #3: VOICE AND MUSIC  
DUE TUESDAY, MAY 2

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Tue Apr 11: GROUP 2 ONLY WILL MEET IN MEDIA RESOURCES AREA,  
SECOND FLOOR, STABLEY LIBRARY

Demonstration of assignment #3: Voice, Music

START ON ASSIGNMENT #3: VOICE AND MUSIC  
DUE TUESDAY, MAY 2

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Thu Apr 13: GROUP 1 ONLY WILL MEET IN MEDIA RESOURCES AREA,  
SECOND FLOOR, STABLEY LIBRARY

Demonstration of assignment #4: Music, Voice, sfx

START ON ASSIGNMENT #4: MUSIC, VOICE, SOUND EFF.  
DUE TUESDAY, MAY 9

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Tue Apr 18: GROUP 2 ONLY WILL MEET IN MEDIA RESOURCES AREA,  
SECOND FLOOR, STABLEY LIBRARY

Demonstration of assignment #4: Music, Voice, sfx

START ON ASSIGNMENT #4: MUSIC, VOICE, SOUND EFF.  
DUE TUESDAY, MAY 9

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Thu Apr 20: START ON ASSIGNMENT #5 FINAL PROJECT:  
2 voices, music, and sound effects  
DUE TUESDAY MAY 9

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Tue Apr 25: GROUP 1 COMPLETE ASSIGNMENTS 3, 4, 5

Thu Apr 27: GROUP 2 COMPLETE ASSIGNMENTS 3, 4, 5

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Tue May 2: CRITIQUE ASSIGNMENT #3 AT BEGINNING OF CLASS

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Thu May 4: COMPLETE ASSIGNMENT #5

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Tue May 9: PRESENT ASSIGNMENTS 4 AND 5

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Tue May 9: PRESENT ASSIGNMENTS 4 AND 5

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### Class meetings

Classes will normally take place in room G6 Stouffer Hall. There will be times, however, when the class will meet in the sound mixing room, second floor, Stabley Library.

### MATERIALS AND TOOLS

1. 2 blank 5" tape reels
2. 3 good quality, 30 minute audio cassettes
3. 1 1200' 1/2 ml 1/4" audio tape
4. 1 900' 1 ml 1/4" audio tape
5. 2 colors 1/4" leader (green and red)
6. 1 1/4" and 1/8" splicing block
7. 1 roll each, 1/4" and 1/8" splicing tape
8. 6 single edge razor blades
9. 1 white grease pencil
10. Head cleaning kit (cotton swabs, head cleaner or rubbing alcohol).

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Text book: Audio in Media (2nd Edition)  
by Stanley R. Alten

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Assignment #1: A day in the life of .....  
Due in class, Tuesday, February 14

Use a portable audio cassette recorder to record 3 minutes of sounds that typify a day in your life. In order to restrict the assignment to just sounds, you may not have more than three spoken words in the entire recording.  
5 points.

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Assignment #2: Music with crossfades

Due in class, Thursday, March 30

Record 3 minutes of music, containing not less than 3 different cuts. Your music should contain no lyrics. The 3 cuts of music should be clearly distinct from one another. Use the crossfade technique to avoid dead air.  
10 points.

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Assignment #3: Live voice with background music

Due in class, Tuesday, May 2

Record 3 minutes of a children's story, with music in the background. Use a live voice. The music should start off at full volume, then gradually fade and remain under the reader's voice. At the end, the music will fade up to full volume, then out. Use non vocal music.  
15 points

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Assignment #4: Voice, music, and sound effects

Due in class, Tuesday May 9

Record 3 minutes of a published children's story. The voice must be live. Introduce appropriate sfx where called for, and have music in the background. There should be at least 3 different sfx.  
20 points

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Assignment #5: 2 voices, music, and sound effects

Due in class, Tuesday May 9

Record a 3 minute children's story, using 2 live voices. The two voices should be clearly distinct from each other. Use appropriate music in the background. Introduce at least 3 different sound effects in appropriate places.  
25 points

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Class attendance

Although the university makes class attendance non obligatory, you are very strongly advised to attend and actively participate in all CM 449 classes. If you miss a class, you are still responsible for material covered and assignments due.

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Assignment due dates

Dates on which various assignments are due are clearly indicated in the class schedule and on top of each assignment description. These due dates and times are final. Failure to submit an assignment when due will result in forfeiture of all points for that assignment.

THERE WILL BE NO MAKEUP EXAMS AND NO INCOMPLETE GRADES

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Grading policy

Assignments	75
Final exam	25
TOTAL	100

90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D