

<b>AET 339 (20672)</b> Spring 2019	The University of Texas at Austin   College of Fine Arts Syllabus
Course Information	Advanced Production Laboratory TTH 8-9:30AM, F 12-2PM in WIN 1.138 Course website at <a href="http://canvas.utexas.edu">http://canvas.utexas.edu</a>
Instructor	Carolina Perez MFA, Assistant Professor of Practice <a href="mailto:carolina.perez@austin.utexas.edu">carolina.perez@austin.utexas.edu</a> (954) 993-1042 office hours: T 9:30-10:30am in WIN 2.154
Catalog Description	Advanced topics in arts and entertainment technologies.
Course Overview	This course is intended only for students that have academic production assignments in audio (Sound Designers and Production Sound Engineers) for Theatre, Dance and AET shows. Class meetings will consist of production-specific presentations and discussions, as well as participation in load-ins and strikes. Additional hours will consist of extra load-in/strike time, quiet time, rehearsals and production meetings.
Prerequisite(s)	Instructor consent
Objectives & Assessment Instruments	By the end of the course, students should be able to: <ol style="list-style-type: none"> <li>1) Analyze scripts and present sound design concepts to production team, faculty and fellow students.</li> <li>2) Create paperwork to communicate concepts and needs for the sound design.</li> <li>3) Utilize sound equipment and acoustical principles to meet the needs of productions.</li> <li>4) Create, read and explain audio system diagrams and other audio system information documents.</li> <li>5) Set up and operate audio equipment for sound reinforcement, recording and playback.</li> </ol>
Course materials	All required materials will be posted to Canvas.
Safety Training	In accordance with regulations from UT's Department of Environmental Health and Safety, all undergraduate students are required to receive training in order to use the equipment in the art and design labs. First, students must successfully pass the online training for general machine shop safety (Module OH500 at <a href="http://ehs.utexas.edu/training/training-courses.php#oh500">http://ehs.utexas.edu/training/training-courses.php#oh500</a> ); upon successful completion of this module, students will then receive hands-on training for specific equipment. Time will be allotted during the first week of classes to complete the online portion.
UT Electronic Mail Notification Policy	Electronic mail (e-mail) is a mechanism for official University and instructor communication to students. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University- and course-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week.  It is the responsibility of every student to keep the University and instructor informed of changes in his or her official e-mail address (do so at <a href="https://utdirect.utexas.edu/utdirect/bio/address_change.WBX">https://utdirect.utexas.edu/utdirect/bio/address_change.WBX</a> ). Consequently, e-mail returned to the University with "User Unknown" is not an acceptable excuse for missed communication. Similarly, undeliverable messages returned because of a full inbox or use of a spam filter will be considered delivered without further action required of the University or instructor. (see <a href="http://www.utexas.edu/cio/policies/university-electronic-mail-student-notification-policy">http://www.utexas.edu/cio/policies/university-electronic-mail-student-notification-policy</a> )

Use of Class Materials	<p>The materials used in this class, including, but not limited to, exams, quizzes, and homework assignments are copyright protected works. Any unauthorized copying of the class materials is a violation of federal law and may result in disciplinary actions being taken against the student. Additionally, the sharing of class materials without the specific, express approval of the instructor may be a violation of the University's Student Honor Code and an act of academic dishonesty, which could result in further disciplinary action. This includes, among other things, uploading class materials to websites for the purpose of sharing those materials with other current or future students.</p> <p>(from <a href="https://wikis.utexas.edu/display/coursematerials/Sample+Use+Statement+for+Syllabus">https://wikis.utexas.edu/display/coursematerials/Sample+Use+Statement+for+Syllabus</a>)</p>
Attendance	<p>Attendance counts as 20% percent of the final grade. However, if a serious medical or personal crisis (hospitalization, death in the family, etc.) impacts your attendance, please inform me as soon as possible. In addition, see the exception below for religious holy days.</p> <p>Arriving more than ten minutes late at the beginning of class or after a break, leaving class without permission, and leaving class prior to dismissal for the day all count as being tardy. Three tardies equals an absence.</p>
Religious Holidays	<p>Section 51.911 of the Texas Education Code states that a student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University policy requires students to notify each of their instructors at least fourteen days prior to the date they will be absent from scheduled classes to observe a religious holy day.</p> <p>(from <a href="http://www.utexas.edu/provost/policies/religious_holidays/1555_001.pdf">http://www.utexas.edu/provost/policies/religious_holidays/1555_001.pdf</a>)</p>
Classroom Etiquette	<p>Please observe the following rules during class as a courtesy to fellow students and the instructor.</p> <ol style="list-style-type: none"> <li>1) <i>Be on time at the beginning of class and after each break.</i> If you must come in late at the beginning of class, please enter the room and seat yourself as quietly and unobtrusively as possible. And please don't hold up the entire class by failing to return promptly at the end of an announced break, since often the second part of the class period is when we will engage in group activities.</li> <li>2) <i>Turn off your cell phone's notification sounds upon entering the classroom.</i> If you forget to do so, and your phone rings, chirps, or vibrates loudly during class, turn it off immediately and discreetly. I reserve the right to penalize repeat offenders by subtracting points from their day's assignment.</li> <li>3) <i>Don't distract other students.</i> Everyone benefits from a classroom free of distracting sights, sounds, and smells. If you would like to update your Facebook page, talk to your friends, listen to loud music, polish your nails, doodle with Sharpies, etc., please do so outside the classroom during breaks.</li> <li>4) <i>Consider bringing earphones and/or earplugs to class for work sessions.</i> If you like to listen to music while you work, you are welcome to do so, so long as no one else can hear it. And if you are easily distracted by noise/conversation, please bring earplugs to wear so that the conversation from desk critiques will not bother you.</li> </ol>
Grading	<p>Course work will be weighted as follows in calculating the final grade:</p> <p><u>Class Attendance</u> 20% Students are expected to attend all class meetings.</p> <p><u>Production Meetings</u> 10% Designers and engineers are required to attend all production meetings pertaining to their assigned show. Production meetings are published in ArtsVision and reminders are emailed 2 weeks in advance.</p> <p><u>Tech Rehearsals</u> 10% Designers and engineers are required to attend all scheduled Quiet Times and Technical Rehearsals pertaining to their assigned show. These are also published in ArtsVision and reminders are emailed 2 weeks in advance.</p> <p><u>Additional Crew Hours</u> 10% Additional crew hours consist of extra load-in/strike time. These are decided on a case-by-case basis. 5 hours required. Anything beyond 5 hours counts as extra credit.</p>

Production Paperwork/Show Files 30%

Production Sound Engineer Paperwork:

- Ground plan and/or Section (if relevant)
- Signal flow block diagram
- Equipment list
- Input/output list
- Load-in schedule
- Board op. procedures
- Only when needed: Rack diagrams, power distribution diagrams, rigging drawings, orchestra plots.

Sound Designer Paperwork and Show Files:

- Script Analysis:
  - Marked script
  - Voice Grouping
  - Bipolar sound list
  - Visual map
  - Sound map
- Research report
- Concept composition
- Cue Sheet
- QLab file

Show Attendance 20%

For the Spring semester, you are required to attend the following performances: Women Of \_\_\_\_, DRT Fortitude and all 4 UTNT Festival shows. You must also complete a 1-page response, due 1 week after a show closes.

- A 94-100%
- A- 90-93%
- B+ 87-89%
- B 84-86%
- B- 80-83%
- C+ 77-79%
- C 74-76%
- C- 70-73%
- D+ 67-69%
- D 64-66%
- D- 60-63%
- F 0-59%

Academic  
Integrity

The University's Honor Code states that "As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity." You are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. At a minimum, you should complete any assignments, exams, and other scholastic endeavors with the utmost honesty, which requires you to:

- acknowledge the contributions of other sources to your scholastic efforts;
  - complete your assignments independently unless expressly authorized to seek or obtain assistance in preparing them;
  - follow instructions for assignments and exams, and observe the standards of your academic discipline; and
  - avoid engaging in any form of academic dishonesty on behalf of yourself or another student.
- (adapted from [http://deanofstudents.utexas.edu/sjs/acint\\_student.php](http://deanofstudents.utexas.edu/sjs/acint_student.php))

Academic Dishonesty	<p>In promoting a high standard of academic integrity, the University broadly defines academic dishonesty as including <i>any act designed to give an unfair or undeserved academic advantage</i>, such as:</p> <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Plagiarism</li> <li>• Unauthorized Collaboration / Collusion</li> <li>• Falsifying Academic Records</li> <li>• Misrepresenting Facts (e.g., providing false information to postpone an exam, obtain an extended deadline for an assignment, or even gain an unearned financial benefit)</li> <li>• Multiple submissions (submitting essentially the same written assignment for two courses without authorization to do so)</li> <li>• Any other acts (or attempted acts) that violate the basic standard of academic integrity</li> </ul> <p>(adapted from <a href="http://deanofstudents.utexas.edu/sjs/acadint_whatish.php">http://deanofstudents.utexas.edu/sjs/acadint_whatish.php</a>)</p> <p>Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. (from <a href="http://deanofstudents.utexas.edu/sjs/acint_faculty_syllabus.php">http://deanofstudents.utexas.edu/sjs/acint_faculty_syllabus.php</a>)</p>
Plagiarism	<p>“Plagiarism” includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course requirement (from Sec. 11-402, <a href="http://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/">http://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/</a>).</p>
Copyright and Fair Use	<p>Understanding the basic principles of copyright and fair use is of critical importance to designers. Many of the uses we will make of texts, images, and videos this semester will be covered by the doctrine of fair use. However, as creators, you need to be aware of your own and other copyright holders’ legal rights, and to properly identify and license your own and others’ works. We will discuss these issues during the semester as needed, but when you have questions about whether or when you can appropriate someone else’s work, a useful resource is Georgia K. Harper’s Copyright Crash Course, available at <a href="http://copyright.lib.utexas.edu/">http://copyright.lib.utexas.edu/</a>.</p>
Services for Students with Disabilities (SSD)	<p>The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact Services for Students with Disabilities (512-471-6259, <a href="mailto:ssd@austin.utexas.edu">ssd@austin.utexas.edu</a>, <a href="http://ddce.utexas.edu/disability/">http://ddce.utexas.edu/disability/</a>, or videophone 512-471-6644). Please provide documentation of your needs during the first week of class, if possible, so that I can make the necessary accommodations promptly.</p>
Student Support Services	<p>There are numerous free and/or low-cost support services available to students at UT. They include (but are not limited to) the following:</p> <p>Fine Arts Career Services (512-232-7333, <a href="http://utexas.edu/finearts/careers">utexas.edu/finearts/careers</a>) provides a full range of services and resources to support students and alumni.</p> <p>The Undergraduate Writing Center (512-471-6222, <a href="http://uwc.utexas.edu">uwc.utexas.edu</a>) helps students with every phase of writing assignments for their courses.</p> <p>The Sanger Learning Center (512-471-3614, <a href="http://utexas.edu/ugs/slc">utexas.edu/ugs/slc</a>) provides study skills, time-management, and note-taking courses.</p> <p>University Health Services (512-471-4955, <a href="http://healthyhorns.utexas.edu">healthyhorns.utexas.edu</a>) provides medical and health promotion services for currently enrolled students and some non-students who are officially enrolled in certain University programs.</p> <p>The Counseling and Mental Health Center (512-471-3515, <a href="http://cmhc.utexas.edu">cmhc.utexas.edu</a>) helps students with their personal concerns so that they can meet the daily challenges of student life.</p>
Emergency	<p>Mass e-mails (in addition to sirens and fire alarms, when appropriate) will be used to provide students,</p>

Procedures	<p>faculty, and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty, and staff of emergency situations and keep them updated on the situation. Emergency officials also have the ability to disseminate important information via text message directly to the cell phones of users subscribed to the service. Please consider subscribing to this service at <a href="https://utdirect.utexas.edu/apps/csas/text/main/">https://utdirect.utexas.edu/apps/csas/text/main/</a>. (adapted from <a href="http://www.utexas.edu/safety/preparedness/plans/EmergencyManagementPlan2013a.pdf">http://www.utexas.edu/safety/preparedness/plans/EmergencyManagementPlan2013a.pdf</a>)</p>
Campus Carry	<p>The concealed carry of handguns by permit holders is generally allowed in outdoor areas, as well as buildings and spaces that are accessible to the public. Permit holders are allowed to carry in classrooms. It is the responsibility of concealed-carry license holders to carry their handguns on or about their person at all times while on campus. "About" the person means that a license holder may carry a holstered handgun in a backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. The holster must completely cover the trigger area and have enough tension to keep the gun in place if jostled. A license holder may not carry a partially or wholly visible handgun on campus premises or on any university driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.</p> <p>The open carry of handguns is not permitted on campus. Anyone who sees an openly carried gun on campus should immediately call 911. (from <a href="https://campuscarry.utexas.edu/students">https://campuscarry.utexas.edu/students</a>)</p>
Overview of Schedule	<p>Please be aware that on occasion the order and timing of the course schedule may need to be altered to accommodate UT closures, instructor illness, student needs/interests, and design program workshop opportunities and lectures. Any significant alterations to the schedule will be announced via Canvas.</p>

### Course Schedule

Week	Date	Topic
1	01/22	Course introduction
	01/24	Women Of ____ Sound Design and System Paperwork Presentation
	01/25	
2	01/29	Women Of ____ Load in – Brockett
	01/31	
	02/01	
3	02/05	DRT Fortitude Sound Design and System Paperwork Presentation
	02/07	
	02/08	UTNT Sound Design and System Paperwork Presentation
4	02/12	Women Of ____ Strike – Brockett
	02/14	DRT Fortitude Load in – Payne
	02/15	UTNT Load in/Tech Meeting
5	02/19	DRT Fortitude Load in – Payne
	02/21	UTNT Load in – Brockett
	02/22	
6	02/26	
	02/28	Cloud 9 Prelim Design Presentation
	03/01	UTNT Load in – 1.134
7	03/05	UTNT Load in – 2.180
	03/07	Spring Awakening Prelim Design Presentation
	03/08	UTNT Load in – 2.180
8	03/12	
	03/14	
	03/15	
9	03/19	Spring Break
	03/21	
	03/22	
10	03/26	DRT Fortitude Strike – Payne

	03/28	Sense and Sensibility Prelim Design Presentation
	03/29	
11	04/02	UTNT Strike – All Spaces
	04/04	Cloud 9 Final & Marcus Prelim Design Presentation
	04/05	
12	04/09	
	04/11	
	04/12	
13	04/16	
	04/18	
	04/19	
14	04/23	
	04/25	Spring Awakening Final Design Presentation
	04/26	
15	04/30	Evolution Load-in – Payne
	05/02	Marcus & Sense and Sensibility Final Design Presentations
	05/03	Evolution Load-in – Payne
16	05/07	
	05/09	
	05/10	