MHL201—Media Literacy for Musicians
Syllabus   Instructor: Dr. Doug Harbin
Fall 2016 Session C   Email: douglas.harbin@asu.edu

Course Objective: The goal of this course is to ensure that undergraduate students in the school of music have a baseline proficiency in the use of computer software to perform music and media related tasks. Students of the course will be expected to submit projects demonstrating several skills including audio and video editing, music notation, and creating projects that might assist them in the professional musical world.

Software Requirements:
> Garageband (10.0.3 or higher)
> Sibelius (5.2 or higher)
> Audacity (available for download on the internet)
> iMovie (10.0.8 or higher)
> * Alternative software might be permissible to students who are not on campus IF the program can meet the all of the specifications of the assignment AND if the instructor grants you permission a week before the assignment's due date.

Computer Lab (Music Building W225): All necessary software will be installed on the computers in this lab. There is no requirement that the assignments be completed in this lab. If you have access to the necessary software somewhere else, it is fine to utilize this resource. Please note that the lab has times reserved for other courses and might not always be accessible. However, the lab is open 24 hours a day, seven days a week and can be accessed with your student ID. Please plan accordingly! Students must respect all policies of the electronic classroom and are responsible for maintaining their own data.

Content: The course is divided into several smaller content modules. Students will be expected to complete five content modules (that include one or two assignments) including a final project.

Module 1 (Garage Band):
> Assignment 1 due Sept. 2 (by noon)
> Assignment 2 due Sept. 16 (by noon)
Module 2 (Sibelius/Notation Software):
> Assignment 3 due Sept. 30 (by noon)
> Assignment 4 due Oct. 7 (by noon)
Module 3 (Audacity/Audio Editing):
> Assignment 5 due Oct. 21 (by noon)
> Assignment 6 due Oct. 28 (by noon)
Module 4 (iMovie/Video Editing):
> Assignment 7 due Nov. 10 (by noon)
Module 5 (Electronic Press Kit):
> Assignment 8 due Nov. 18 (by noon)
> Assignment 9 due Dec. 2 (by 4 pm)

Your final project is your final assignment (Electronic Press Kit Part 2) and will be due no later than 4 pm on Friday, Dec. 2 (Last day of classes).

***A BACKUP COPY OF ALL WORK IS HIGHLY RECOMMENDED! I do not keep copies of assignments once graded, and there is little I can do about "lost" assignments.

Submission of Assignments: It is expected and highly encouraged that you turn in assignments earlier than their due date (if there are issues I may be able to address these and give you time to fix your assignment before the deadline). **All assignments are due by noon on the day specified**. Late assignments/modules will be reduced in value at the instructor's discretion.

Please send assignments to me via email (douglas.harbin@asu.edu).   Assignments that contain large attachments (too large for email) should be submitted via dropbox or google drive.

PLEASE TITLE YOUR ASSIGNMENTS IN THE FOLLOWING WAY:
                        Last Name_First NameAssignmentX
                        (example: Harbin_DougAssignment1)
FAILURE TO NAME YOUR ASSIGNMENTS IN THE PROPER FORMAT WILL RESULT IN A GRADE REDUCTION.

Grading: Each module contains one or two assignments. Specific instructions for each assignment are given within each module. Final grades for the class will be broken down in the following way:

Module 1
| Assignment 1 (Garage Band Part 1): | 10% | Due by 9/2 |
| Assignment 2 (Garage Band Part 2): | 10% | Due by 9/16 |

Module 2
| Assignment 3 (Notation Part 1): | 10% | Due by 9/30 |
| Assignment 4 (Notation Part 2): | 10% | Due by 10/7 |

Module 3:
| Assignment 5 (Audio Editing Part 1): | 10% | Due by 10/21 |
| Assignment 6 (Audio Editing Part 2): | 10% | Due by 10/28 |

Module 4:
| Assignment 7 (Video Editing): | 15% | Due by 11/10 |

Module 5:
| Assignment 8 (EPK Part 1): | 10% | Due by 11/18 |
| Assignment 9 (EPK Part 2/Final Project): | 15% | Due by 12/2 |

Late assignments/modules will be reduced in value at the instructor's discretion.

Your final grade will be a sum of your assignments.

Numeric grade	Letter grade	Numeric grade	Letter grade
97-100	A+	80-83	B-
94-96	A	77-79	C+
90-93	A-	70-76	C
87-89	B+	60-69	D
84-86	B	59 & Below	E

SPECIAL ACCOMODATIONS: To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (Phone: (480) 965-1234; TDD: (480) 965-9000). This is a very important step as accommodations cannot be made retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, please present the letter to me no later than the end of the first week of the semester so we can discuss the accommodations that you might need in this class.

ACADEMIC DISHONESTY: All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. https://eoss.asu.edu/dos/srr/codeofconduct

**Please note: it is expected that each student complete his or her own work individually! Group work is unacceptable.

A NOTE TO THE STUDENTS:
This course is not only meant to be applicable to your future musical endeavors but also a fun course that utilizes creativity. Please have fun with each assignment. While it may be possible to complete each assignment relatively quickly, much is learned exploring the possibilities with each program.

Even though the course is designed as an online course, please make use of the resources available to you. This includes the electronic classroom (W225), online tutorials, and myself. All of the software covered in this class will be installed on each computer in the Computer Lab.

The more time you spend learning these programs now, the more comfortable you will feel in the future when you might need to use this software. Even though you might use different software or programs in the future, I hope the underlying skills and concepts covered in this class will aide you in your future musical endeavors.

Good luck, have a great semester, and please do not hesitate to contact me with any questions you might have!

Sincerely,
Dr. Harbin