PAPER OUTLINE 2014

Paper Code & Title:	**CMPO 181** *Introduction to Music Technology*
Trimester:	1 **Year:** 2014
CRN:	19766 **Campus:** NZSM - VUW Kelburn
Points:	15
Prerequisites:	*None*
Corequisites:	*None*
Restrictions:	*CMPO 182, CMPO 184*

Important dates:	Trimester dates:	3 March–2 July 2014
	Teaching dates:	3 March–6 June 2014
	Mid-trimester break:	18 April–4 May 2014
	Last assessment item due:	17 June 2014
	Study week:	9–13 June 2014
	Examination/Assessment Period:	13 June–2 July 2014
	(where applicable)	*NB: For courses with exams, students must be available to attend the exam at any time during this period.*
	Withdrawal date:	14 March 2014
		Refer to www.victoria.ac.nz/students/study/withdrawals-refunds If you cannot complete an assignment, or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats

Class times & locations:	Tuesday, Thursday, 2:10pm–3:00pm (Room HULT220)
Workshop times & locations:	Wednesday, 3:10pm–4:30pm (Adam Concert Room)
Tutorial times & locations:	To be advised

Tutorials commence in the second week of the trimester. Groups will be posted on Blackboard and/or on the noticeboard outside the office on the NZSM Kelburn Campus at the start of Week 2.

NAMES AND CONTACT DETAILS

Course Coordinator:	Ted Apel		
Contact phone:	463 9562	**Email:**	*ted.apel@nzsm.ac.nz*
Office located at:	Room 202, 92 Fairlie Terrace, Kelburn Campus		
Office hours:	Wednesday, 10:30am–11:30am, or by appointment		
Tutors:	Diana Siwiak	**Email:**	diana.siwiak@vuw.ac.nz
	Jon He		j.precursor@gmail.com
Programme Administrator:	Fiona Steedman	**Email:**	*fiona.steedman@nzsm.ac.nz*

COMMUNICATION OF ADDITIONAL INFORMATION

Official notices issued after the paper has commenced will be posted on the board outside the NZSM office on the Kelburn Campus. Notices concerning a number of papers will also be posted on Blackboard. The Course Coordinator will specify if Blackboard will be used.

PRESCRIPTION

An introduction to key aspects of acoustics and music technology.

PAPER LEARNING OUTCOMES

A student successfully completing this paper will be able to:
1. demonstrate an understanding of basic recording techniques
2. demonstrate the ability to use digital audio workstation (DAW) software for the purpose of manipulating both MIDI and audio data
3. demonstrate an understanding of simple computer music programming principles
4. demonstrate an understanding of basic acoustic principles.

These learning outcomes contribute to the NZSM Graduate Attributes. For a full list, please see
www.nzsm.ac.nz/study-here/graduate-attributes

TEACHING FORMAT

This course comprises two 1-hour lectures per week, one 1.5-hour workshop per week, and one 0.5-hour tutorial per week. During tutorials, a graduate tutor will guide students in discussion of course readings and/or set works, or assist with/give feedback on work in progress, where appropriate. During workshops, classes will come together to listen to student performances, as well as presentations by staff and guest artists.

See attached course syllabus for more information.

MANDATORY PAPER REQUIREMENTS

In addition to achieving an overall pass mark of 50%, students must:

a) submit the items of work specified for this course, on or by the specified dates (subject to such provisions as are stated for late submission of work)
b) attend at least 80% of lectures, tutorials and workshops related to this course.

If, for health reasons, you are unable to complete all the work required for assessment purposes for this paper by 2 July, you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

WORKLOAD

A 15-point one-trimester paper should require at least 150 hours work (including class time). This means that in term time, the midterm break and study week you should be prepared to spend, on average, 10 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

ASSESSMENT

<u>Approved assessment regime</u>
The following assessment regime for this paper has been approved by the NZSM Academic Committee:

There are 3 items of assessment:
1. Between 5 and 10 minor assignments. Related to Learning Outcomes 1–4. (50%)
2. Two in-class tests. Related to Learning Outcomes 1–4. (30%)
3. Final project. Related to Learning Outcomes 1–3. (20%)

<u>Assessment details for this offering</u>

Assessment items and workload per item	Word length / duration	Learning outcome(s)	Due date	%
Minor assignment 1 (workload: 8 hours)	1 minute	4	25 March 2014	8 %
In-class test 1 (workload: 15 hours)	45 min	4	25 March 2014	15 %
Minor assignment 2 (workload: 10 hours)	1 minute	1, 2	8 April 2014	10 %
Minor assignment 3 (workload: 8 hours)	1 minute	1, 2	17 April 2014	8 %
Minor assignment 4 (workload: 8 hours)	1 minute	1, 2	6 May 2014	8 %
In-class test 2 (workload: 15 hours)	45 min	1–3	13 May 2014	15 %
Minor assignment 5 (workload: 8 hours)	800–1,200 words	2, 3	20 May 2014	8 %
Minor assignment 6 (workload: 8 hours)	800–1,200 words	2, 3	27 May 2014	8 %
Final Project (workload: 30 hours)	3–5 minutes	1–3	17 June 2014	20 %

SUBMISSION AND RETURN OF WORK

Assignments should be deposited in Ted Apel's mailbox opposite Kelburn Reception, or uploaded through Blackboard. Marked assignments will be returned to the student pigeonholes opposite Room MS209, or via Blackboard. Which policy applies will be announced separately for each assignment.

EXTENSIONS AND PENALTIES

Assignments must be submitted by the due dates. In fairness to other students, unless a medical certificate is produced, assessment submitted after 5:00pm on the due date will be subject to a 5% demerit on your grade, increasing by 5% each further working day it is overdue.

Students, who for exceptional reasons can justify an extension for an item of assessment, must apply to the Course Coordinator *before* the due date. Please note that no extensions can be granted for tutorial assignments.

ASSIGNMENT PRESENTATION

Written work should be presented according to the **NZSM Guidelines for Academic Work**, which can be downloaded from *www.nzsm.ac.nz/student-zone/student-guides*. Five percent (5%) will be deducted for written work that does not conform to these standards.

Sonic Arts work should be submitted as a clearly labelled Audio CD, or, for multimedia works, as a DVD or as a QuickTime data file on a data CD-ROM.

SCALING OF GRADES

To obtain a fair distribution of marks relative to assignment difficulty, scaling may be employed on some or all assessment items, in accordance with guidelines set out in the VUW Assessment Handbook 2014: *www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf*

MATERIALS AND EQUIPMENT

Assignments can be completed on students' own computers (Mac or PC), or on computers in the Sonic Arts Lab.

SET TEXTS

Set texts:

Hosken, Dan, *An Introduction to Music Technology,* Routledge, 2010. Purchase either paper or electronic edition. Copies of the book are available from VicBooks ($81.00).

Kreidler, Johannes, *Loadbang: Programming Electronic Music in Pure Data,* Wolke Verlag, 2009. Not necessary to purchase. Available free online at: http://www.pd-tutorial.com

All textbooks and student notes will be sold from VicBooks' new store, Ground Floor Easterfield Building. Customers can order textbooks and student notes online at www.vicbooks.co.nz, or email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to customers, or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available.

CLASS REPRESENTATIVE

Class representatives for the NZSM are elected in the first week of the trimester, and their names and contact details will be available to VUWSA and/or MaWSA, the Course Coordinator and to each class. You can find out more information on Class Representatives on the VUWSA website (*www.vuwsa.org.nz*) or MaWSA website (*www.mawsa.org.nz*).

Students may like to write the Class Rep's name and details in this box:

STUDENT FEEDBACK

Enhancements made to this course, based on the feedback of previous students, will be covered during the course. Student feedback on University courses may be found at *www.cad.vuw.ac.nz/feedback/feedback_display.php*

HUMAN ETHICS GUIDELINES

Any student assessment or project at any level that involves human subjects (including the documenting, interviewing and recording of information from people) must follow ethics guidelines. For courses in Music Therapy, students must follow Massey University Ethics guidelines. For all other courses, students must follow VUW Ethics Guidelines. For information and assistance as it relates to your course, consult first with your Course Coordinator. Guidelines are given at:

- *www.victoria.ac.nz/documents/policy/research-policy/human-ethics-policy.pdf*
- *www.massey.ac.nz/massey/research/research-ethics/human-ethics*

OTHER IMPORTANT INFORMATION

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- **Academic Integrity and Plagiarism**: *www.victoria.ac.nz/students/study/exams/integrity-plagiarism*. Find out more about plagiarism, how to avoid it and penalties on the NZSM website: *www.nzsm.ac.nz/student-zone/student-guides*
- **Aegrotats**: *www.victoria.ac.nz/students/study/exams/aegrotats*
- **Academic Progress** (including restrictions and non-engagement): *www.victoria.ac.nz/students/study/progress/academic-progress*
- **Dates and deadlines**: *www.victoria.ac.nz/home/study/dates*
- **FHSS Student and Academic Services Office**: *www.victoria.ac.nz/fhss/student-admin*
- **Grades**: *www.victoria.ac.nz/students/study/progress/grades*
- **Resolving academic issues**: *www.victoria.ac.nz/about/governance/dvc-academic/documents/grievances.pdf*
- **Special passes**: www.victoria.ac.nz/about/governance/dvc-academic/publications
- **Statutes and policies, including the Student Conduct Statute**: *www.victoria.ac.nz/about/governance/strategy/academic-policies*
- **Student support**: *www.victoria.ac.nz/students/support*
- **Students with disabilities**: *www.victoria.ac.nz/st_services/disability* OR *www.massey.ac.nz/massey/student-life/services-and-resources/disability-services/disability-services_home.cfm*
- **Student Charter**: *www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-charter*
- **Student Contract**: *www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract*
- **Subject Librarians**: *library.victoria.ac.nz/library/resources/subjectcontacts.html* AND *www.massey.ac.nz/massey/research/library/about-us/addresses-and-staff/sections/information-research-services.cfm*
- **Turnitin**: *www.cad.vuw.ac.nz/wiki/index.php/Turnitin*
- **University structure**: *www.victoria.ac.nz/about/governance/structure* OR *www.massey.ac.nz/massey/home.cfm*
- **NZSM Student Handbook**: *www.nzsm.ac.nz/student-zone/student-guides*
- **Scholarships and prizes relevant to NZSM students**: *www.nzsm.ac.nz/student-zone/scholarships-and-prizes*
- **Your grades, academic profile, timetable, etc.**: *my.vuw.ac.nz*

GENERAL NZSM POLICIES AND STATUTES

Students should familiarise themselves with the NZSM's policies and statutes, especially those regarding Personal Courses of Study, Academic Grievances, Staff and Student Conduct. Please see *www.nzsm.ac.nz/student-zone/student-guides*

For any statutes relating to the particular qualifications being studied, see either the Massey University Calendar or the Victoria University of Wellington Calendar.

Information about Student Services, including Academic Mentoring for Māori and Pasifika Students, and support for Students with Disabilities, is to be found in the NZSM Student Handbook (available at *www.nzsm.ac.nz/student-zone/student-guides* or in hard copy from the NZSM offices on each campus).

EVENTS

Regular events are held during trimesters 1 & 2 at all NZSM campuses. These events are for the benefit of all students, and include performances, masterclasses, special lectures and workshops given by staff, students and visiting artists. All students are expected to keep time free to attend the weekly lunchtime concert on Friday at 12:10pm, along with other events as required.

Students should sign up to the **Dawn Chorus**, the NZSM's events e-newsletter, by emailing events@nzsm.ac.nz with 'subscribe dawn chorus' in the subject line.

Events & Marketing Coordinator: Stephen Gibbs
Phone: (04) 463 4766   **Email**: *stephen.gibbs@nzsm.ac.nz*
Website: *www.nzsm.ac.nz/events*