

UNIVERSITY OF NORTHERN COLORADO
College of Performing and Visual Arts
School of Music

MUS (Summer 2024)
PRO TOOLS CERTIFICATION (101/110)
Duration 35 hours

**Meetings: Monday-Friday, May 13th-May 17th, 9:00 am – 5:00 pm Computer Lab,
Frasier 83**

Instructor: Dr. Socrates Garcia
Email: socrates.garcia@unco.edu

Course Description

This course is based on AVID's Pro Tools materials and will cover what they define as Pro Tools Fundamentals I and II. The course will further take you into the world of the preeminent DAW (Pro Tools) in the world. There will be lectures, assignments, and short quizzes (available on the AVID website) that will brush up your previous knowledge stemming from our UNC Music Technology courses and prepare you to take AVID's Certification Exams.

Course Objectives

Upon successful completion of this course, you will:

- Demonstrate experience and expertise in the Pro Tools environment.
- Use Pro Tools for audio recording, editing, and mixing.
- Use Digital Signal Processing (DSP) to enhance audio recordings.
- Be ready to take AVID's Certification Exam for Pro Tools 110.

Pre-requisites

Successful completion of MUS 343, 354 or an in-person consultation with the instructor to determine previous knowledge.

Meetings

Meetings will be face-to-face in the computer lab.

Required Materials

- Textbooks: <https://shop.avid.com/> go to Learning
 - *Pro Tools Fundamentals I* (Pro Tools 101)
 - *Pro Tools Fundamentals II* (Pro Tools 110)

Tests

QUIZZES: There will be online quizzes on each of the chapters from the book. They can be accessed through the AVID website (There is a QR code on the books for this purpose).

Attendance

Attendance to ALL sessions is mandatory.

Computer lab/project studios Hours

The computer lab and the project studios will be available during the duration of the course from 9:00 am – 5:00 pm

Disability Resources: It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to students' inclusion or to accurate assessments of students' achievements (e.g. time-limited exams, inaccessible web content, use of videos without captions), students should please communicate about these aspects with their instructor(s) professor and contact Disability Resource Center (DRC) to request accommodations. Office: (970) 351-2289, Michener Library L-80. You can learn more here: www.unco.edu/disability-resource-center

Title IX: The University of Northern Colorado is committed to providing a safe learning environment for all students that is free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Students who have experienced (or who know someone who has experienced) any of these incidents should know that they are not alone. UNC has staff members trained to support students to navigate campus life, to access health and counseling services, to provide academic and housing accommodations, to help with legal protective orders, and more.

Please be aware all UNC instructors and most staff members are required to report their awareness of sexual violence to the Office of Institutional Equity and Compliance (OIEC). This means that if students tell an instructor about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the instructor must share that information with the Title IX Coordinator, Larry Loftin. Larry or a trained staff member in OIEC will contact the reporting students to let them know about accommodations and support services at UNC as well as their options to pursue a process to hold accountable the person who caused the harm to them. Students who have experienced these situations are not required to speak with OIEC staff regarding the incident. Students' participation in OIEC processes are entirely voluntary.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to the instructor, students can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore options now, or in the future.

- UNC's Assault Survivors Advocacy Program (ASAP): 24 Hr. Hotline 970-351-4040 or <http://www.unco.edu/asap>
- UNC Counseling Center: 970-351-2496 or <http://www.unco.edu/counseling>
- UNC Psychological Services: 970-351-1645 or http://www.unco.edu/cebs/psych_clinic

Students who are survivors, who are concerned about someone who is a survivor, or who would like to learn more about sexual misconduct or report an incident, can visit www.unco.edu/sexual-misconduct. Students may also contact OIEC at 970-351-4899 or email titleix@unco.edu.

Academic Integrity: Plagiarism / Consequences

Students are expected to practice academic honesty in every aspect of this course. Students who engage in academic misconduct are subject to grading consequences with regard to this course and/or university disciplinary procedures through the Dean of Students Office. More information about the academic misconduct process can be found in UNC's Student Code of Conduct (BEAR Code).

Examples of academic dishonesty include, but not are limited to:

- **Copyright infringement** – A student uses a photograph found on the internet in a presentation without obtaining permission from the photographer.
- **Deception** – A student gives a dishonest excuse when asking for a deadline extension.
- **Denying access to information or material** – A student makes library or shared resource material unavailable to others by deliberately misplacing those resources.
- **Facilitating academic misconduct** – A student knowingly allows a portion of their work to be used by another student.
- **Plagiarism** – A student represents the ideas of another in a paper without citing and referencing the work.
- **Unauthorized collaboration** – A student works with other students on a paper or project without the specific permission of the instructor.

The Dean of Students Office / Student Resources

The Dean of Students (DOS) Office is located in the lower level of Michener Library, L15 to share concerns and navigate difficult situations. Student Outreach and Support, Student Rights and Responsibilities, Student Legal, Bear Pantry, and Student Judiciary are located here to assist you.

Equity and Inclusion: The University of Northern Colorado (UNC) embraces the diversity of students, faculty, and staff. UNC honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and world views. People of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, sizes and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness of others' individual and intersecting identities. For information or resources, contact Chief Diversity Officer, Dr. Tobias Guzman, at 970-351-1944. If students want to report an incident related to identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance.

Food Insecurity and Basic Needs: Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC offers assistance to students facing food insecurity through an on-campus food pantry. The Bear Pantry is located in University Center 2166A and is open for regular hours throughout the semester. Please visit www.unco.edu/bear-pantry for more information.

Students who face challenges securing their food or housing and believe this may affect their performance in this course are also urged to contact Student Outreach and Support (SOS), which

is part of the Dean of Students Office. SOS can assist students during difficult circumstances, which may include medical, mental health, personal or family crisis, illness or injury. The Dean of Students Office/SOS can be reached at dos@unco.edu or via phone at 970-351-2001.

Land Acknowledgment: The University of Northern Colorado occupies the lands in the territories of the Ute, Cheyenne, and Arapaho peoples. The University acknowledges the 48 tribes that are historically tied to the state of Colorado. Thus, the land on which UNC is situated is tied to the history and culture of our native and indigenous peoples. UNC appreciates this connection and has great respect for this land. Additionally, the University community pays its respect to Elders past, present, and future, and to those who have stewarded this land throughout the generations.

As part of the learning and reflection process please visit <https://native-land.ca/> or call the Office of Equity & Inclusion at 970-351-1944.

Name in Use/Pronoun in Use/Name Change

If you have changed your name to better reflect your gender identity or for other reason: the process to request that the University change the name that appears on Canvas and on the course roster is available here: <https://www.unco.edu/registrar/name-change.aspx>

Writing Center

The Writing Center offers three kinds of sessions to meet your writing needs: In-Person, Email, and Zoom Sessions. Trained Writing Center Consultants can assist you with writing assignments from any course or subject. Even if you think your writing is pretty good, it's always nice to have another reader look over your work.

For more information, email the Writing Center at writingcenter@unco.edu or visit the website: www.unco.edu/writing-center.

Modifications to the course or syllabus: This is an interactive course, and as we work together and hold discussions, the direction of the course may change appreciably; if I feel the course needs reshaping, I reserve the right to change it in any way I feel it will benefit the course more efficiently.

WELCOME AND ENJOY THIS COURSE!!!!

