BTMM 374  
Advanced Digital Audio  
Policies  
Instructor, Jack Klotz  

Required Equipment  
Each student is expected to bring his or her own pair of good-quality headphones with a 1/4” phono connector to each lab period. Students are also expected to have all pertinent texts and other reading material as well as basic academic supplies (i.e., pens/pencils, notebooks, etc.) with them during all meeting times.

Exams & Quizzes  
There will be 4 periodic quizzes in addition to a comprehensive Final Examination based on material found in the weekly readings in addition to other classroom materials. Students will have one week to make up any missed test in the case of reasonable, documented absences.

Production Assignments  
The student - teacher relationship with regards to the production work should be viewed by the student as a producer - client relationship. Students should treat each project as if the instructor were their client. Student production teams are therefore expected to meet all production specifications. Students are also expected to show good aesthetic judgment in terms of sound design. When not completed according to specification the following will apply:

• Late productions will not be accepted, i.e. you will have earned "0" points.
• Your production grade will be dropped one letter grade for each formatting problem.

No one will be permitted to make up any missed production assignments.

Production Groups  
For these productions, students will be working in small groups. Each student is responsible for his or her own participation in one production group. Groups are to be a minimum of three and a maximum of four students. These groups should be viewed as small businesses. Therefore, students may hire and fire any individual as they see fit based on his or her work ethic. Each group member is required to hand in an evaluation of his or her partners' contribution to the project that will be factored into each individual group member's participation grade.

Attendance & Participation  
Attendance is required for all meetings; a portion of each student’s final grade will be based on class participation (see below). Students should also bear in mind the above policy regarding missed quizzes and the fact that there is much in studio activities that cannot be gleaned from copied notes.

All students are expected to act responsibly and conduct themselves in a professional manner during all class periods and studio sessions. Refer to the Code Of Conduct and Disciplinary Procedures sections of the Student Handbook.

Students with Disabilities  
It is Temple University’s policy to provide reasonable accommodations to students with disabilities under the American Disabilities Act (ADA). At the beginning of each semester, any student with a disability should inform the course instructor if instructional accommodations or academic adjustments will be needed. For more information about the ADA and academic accommodations or adjustments, contact the Office of Disability Resources and Services (http://www.temple.edu/disability; 215-204-1280; hellocd@astro.temple.edu).

Grading  
1) Exams = 25% (25 points toward your final grade.)  
2) Quizzes = 20% (4 quizzes worth 5 points each toward your final grade.)  
3) Projects = 30% (1 Editing and 2 Layering projects worth 10 points each toward your final grade.)  
4) In-Class Sessions = 15% (15 points toward your final grade.)  
5) Participation = 10% (10 points toward your final grade based on attitude and professionalism.)

The total number of points you are able to earn is 100 and your letter grade will be based on this scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
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<tr>
<td>A-</td>
<td>90 – 92</td>
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<tr>
<td>B+</td>
<td>87 – 89</td>
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<tr>
<td>B</td>
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<tr>
<td>C-</td>
<td>70 - 72</td>
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<td>F</td>
<td>69 and below</td>
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