Mission Valley ROP
MUSIC PRODUCTION SYLLABUS
2024-2025

Course Title: Music Production
Course Code: MPRV
Units Of Credit: 20 UNITS
Meeting Times/Dates: 8:30-10:30AM M-F
Instructor Name: Caitlyn Lee

Location/ Room #: ROP CENTER ROOM 101
Office Hours: By Appointment
Contact Info: 510-657-1865 x 15101
clee@mvrop.org

Course Description:

(UC "F Credit)
Students will learn about producing music from scratch. They will learn basic music theory such as piano key layouts, notes, scales, chords, tempo, and melodies so that they can get started on creating music in any DAW (Digital Audio Workstation). They will learn about how to utilize Digital Audio Workstation's layout and functions including writing with MIDI, setting proper tempos, mixing, and mastering. Students will also learn song structure and songwriting to accomplish writing their first song. Creating album artwork and creating an online portfolio will conclude the basics of entry-level production. Live and recording hardware such as microphones, outboard gear, mixing boards, cables, and snake boxes will be introduced in later parts of the course. Students will learn how to set up a multi-track recording session in and out of the box properly. The use of live analog instruments such as a drum set and different kinds of guitars will be used to teach proper microphone recording techniques. The world of Recording Studio Psychology will be explored to help students better navigate real-world settings.

Units to include an introduction to:

- Basic Music Theory
- Digital Audio Workstations
- MIDI /VST's
- Audio Effects

- Mixing
- Audio Hardware/Equipment
- Recording Techniques
- Multi-track Recording.
- Online Portfolio

Prerequisites:
Basic computer skills
Recommended 10th grade reading level

Course Objectives:
To develop knowledge of basic music production concepts, equipment, and processes. Students will learn how to write, record, and produce their own music in a professional manner while learning about music industry culture and practices.

Learning Outcomes:
- Identify and utilize different elements of music theory in order to compose songs
- Define and employ the various functions of a Digital Audio Workstation
- Create and manipulate synthesizers in Digital Audio Workstations
- Create and compose an original song
- Develop Mixing and Mastering skills to polish songs professionally
- Define, identify, and examine different types of audio equipment
- Develop and practice safety procedures with equipment in professional and live settings
- Develop and demonstrate basic multitrack recording skills
- Learn and practice different microphone/hardware set ups
- Examine and apply studio psychology practices
- Create a professional resume and online portfolio

Required Text, Materials, Tools, and Resources provided by the instructor include:
Avid Pro Tools, Logic Pro X, Microphones, Speakers, Sound Boards, Cables and Connectors, Mic Preamps, MIDI Keyboard Controllers, and Computers

Mission Valley ROP SLO's (Student Learning Outcomes)
WORKPLACE BASIC SKILLS AND BEHAVIORS
- Apply skills learned in class
- Analyze information and make decisions
- Communicate verbally and in writing
- Work independently and as a team member in a diverse workplace
- Work reliably, responsibly, and ethically
CAREER TECHNICAL SKILLS
- Demonstrate occupational competencies
- Use appropriate technology
- Understand and practice occupational safety standards
- Demonstrate an awareness of how a business or industry functions
JOB EMPLOYMENT SKILLS
- Develop a plan to achieve career goals
- Use effective job search strategies
- Demonstrate an awareness of the importance of lifelong learning

Each student is encouraged to have a flash drive/external hard drive to save his/her/their projects and student portfolio. The portfolio will include a resume, completed job application, one outstanding work sample/project, and a certificate of completion for every student earning a grade of C or better.

Grading Policy:
Standard grading policy of:
- Less than 59% = F
- 60-69% = D
- 70-79% = C
- 80-89% = B
- 90-100% = A on all class work, tests, and projects (40% class work, 20% tests and projects, 40% workplace behavior).

Classroom Rules And Procedures:

Rules:
1) **Respecting Each Other**
Students must show respect for each other. This includes refraining from insults, using inappropriate language, and not disrupting anyone's academic time.
Consequences: *Deduction of professionalism points and/or facing administrative attention*

2) **Using/Respecting Classroom Equipment**
Students must respect all classroom equipment. This entails using equipment properly and not damaging them from misuse.
Consequences: *Deduction of professionalism points, facing administrative attention, and   potentially playing for broken equipment*

3) **Use Of Personal Devices**
Students may not use personal electronic devices in class unless it is an emergency. Students must inform the instructor if there is an emergency and ask permission to use their device in these instances
Consequences: *Deduction of professionalism points, confiscation of personal device, facing administrative attention. May have to fill out an "action plan" if problem persists.*

4) **Independent Study**

If students have completed their assignments for the day, they may use their spare time to work on assignments from other classes. Students must show the instructor that they have completed their assignments and ask for independent study time before pursuing it.

Consequences: *Deduction of professionalism points, confiscation of personal device (if involved), facing administrative attention. May have to fill out an "action plan" if problem persists.*

Procedures:

Start Of Class Procedures:
1) Enter the classroom and check the assignment table to see if there are any papers/worksheets that need to be picked up for the day
2) Pick up a pair of headphones from the headphone cabinet and a MIDI keyboard from the Keyboard cabinet.
3) Ask instructor for a MIDI cable for their keyboards
4) Check the board for the Daily Question (Starting assignment) and complete them in a Google Document.

Attention Up Front Procedures
1) When the instructor says
   - Attention Class
   - Eyes Up Front
   - Can I Get Your Attention
   - Etc.

Students will stop what they are doing, quiet down, and give their undivided attention to the instructor.

 2) When the instructor taps on the microphone, students will stop what they are doing, quiet down, and give their undivided attention to the instructor.

Turning In Assignments
1) At the beginning of class, turn in any homework from the previous day to the Assignment Table bin. For online assignments, turn in your work to the appropriate Google Classroom assignment slot
2) For Quizzes and Tests, each row will pass their assignments up to the front for the instructor to collect

Asking For Help
1) If a student requires assistance, they must raise their hand and wait for the instructor to make their way to them
2) If the matter is urgent, students must raise their hand and call the instructor's name

Restroom Breaks
1) If a student needs to use the restroom, they must either raise their hand and ask to use the restroom or approach the instructor in down time to ask
2) Before going, they must use a sign out sheet writing their name and the time they went to the restroom
3) They must take the restroom pass with them
4) When coming back to the classroom, they must return the pass and write the time they came back on their sign out sheets

Using Equipment
1) If a student needs to use equipment outside of the assigned assignment, they must first ask the instructor if they can use them
2) The instructor must retrieve the inquired equipment for the student.
3) When the student is done, they must put the borrowed equipment away properly and return them to the instructor

Group Assignments
1) When there is a group assignment, the instructor will announce the required group sizes and objectives.
2) Students will either break up into their assigned or chosen groups per those instructions
3) Student groups must fill out a sheet detailing what each member's assigned task is and turn it into the instructor before starting their assignment

4) Once the assignment is complete, students will individually fill out a sheet reflecting on their work and evaluate their group member's work and contributions.

Putting Equipment Away At The End Of The Day
1) Students will put their headphones and cables into the bag in which they came from
2) Students will unplug their MIDI keyboards and cables
3) Headphones will be put away in the Headphones cabinet and MIDI keyboards into the Keyboard Cabinet in a neat and organized manner
4) Students will return their MIDI cables to the instructors
5) Students will shut down their computers

Dismissal
1) Five minutes before dismissal, students will make sure that their workstations are clean and fully packed up
2) They will make sure their computers are shut off.
3) They will stay at their desks until it is officially time to be dismissed
4) When dismissal time comes, the instructor will dismiss them and tell them to have a good day

Weekly Assignment Schedule:

Weekly assignments will be posted on the board above the instructor's desk. Assignments are due by the specified date from the instructor. Daily questions will be written on the board every day, and students must answer each and turn them in at the end of the week.

Mission Valley ROP's mission is to prepare students for employment and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day. If your home high school has no school, a minimum day, or an optional student event that may conflict with your Mission Valley ROP class, you are still expected to attend your Mission Valley ROP class.

Make up assignments will be given for excused absences only, which include medical, legal, or bereavement circumstances. Failure to complete make up assignments will adversely affect your grade. If you are tardy or miss a Mission Valley ROP class multiple times, your grade will be adversely affected. If you are more than 30 minutes late, you will receive a cut.

Students must arrive on time to class. Talking on a cell phone or having personal conversation outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies ,ay prevent the student from receiving a course certificate.

Perfect attendance certificates will only be issued to students who have no absences or tardies. There are no exceptions.

Career Skills And Professionalism :

Attendance is a core component of Career Skills and Professionalism. Career Skills and Professionalism heavily counts towards your grade in this class. Your daily Career Skills and Professionalism is worth 10 points (50 in total for a week)
Per day If you are tardy, disruptive, or not displaying appropriate Career Skills, it will cost you 5pts for your Career Professionalism grade. for each occurrence. Lack of any can jeopardize your grade and a recommendation from your instructor. Multiple absences and tardiness will be reported to your home school and will result in you being dropped from the program.

Attendance :

Make up assignments for excused absences only. Excused absences are as follows: Medical/Illness, Legal/Court, or Bereavement. If a student misses more than 3 days for an illness, a note from an MD is required. If a student is absent for any legal matter, he/she must provide the appropriate documentation. If a student is absent for bereavement circumstances, the appropriate documentation must be given to the instructor. If a student misses more than 3 days for any other reason, a contract with the teacher must be established. This is especially important for planned absences. Failure to complete makeup assignments will adversely affect your grade. An email or a NOTE with parent/guardian contact on it must accompany you back to class. Medical related absences three consecutive days or more should be accompanied with a doctor's note.

Your PARENT must call MVROP (instructor's classroom phone) or email if you are absent from class. Your home school does NOT notify MVROP regarding attendance. 510-657-1865

Additional Policies and Procedures Of The Classroom:
Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

No foods or drinks (with the exception of water in clear plastic bottles) will be allowed in MVROP buildings, including classroom, lobby, hallway, and restrooms. The Student Lounge is the only room where food or drinks other than water should be consumed. Students violating this policy will receive one warning. Any subsequent incident will result in termination from his/her entire program.

Students completing this course with a grade of C or better will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course.

COURSE SCHEDULE:

<u>**SEMESTER 1**</u>

Week 1
Classroom Rules & Procedures/Introduction To Music Theory: We will go over the classroom rules and procedures and begin learning about the basics of music theory (Notation, Keyboards) <u>KEY ASSIGNMENTS: Practice Worksheets, Keyboard Project</u>
Week 2 **Music Theory/Ear Training:** Students will explore more complex music theory practices such as Scales, Melody, and Tempo. Ear training will be introduced. <u>KEY ASSIGNMENTS: Practice Worksheets, Melody Writing Assignment</u>
Week 3 **Music Theory:** Students will learn about song structure in music theory and apply it to their key assignments. <u>KEY ASSIGNMENTS: Song Notation Project</u>
Week 4 **Music Theory: Final** Students will spend time reviewing for the final Music Theory Exam. <u>KEY ASSIGNMENTS: MUSIC THEORY FINAL (end of school week)</u>

Week 8
MIDI Part 2 (Composition)
Students will continue studying and developing understanding of composing with MIDI functions
KEY ASSIGNMENTS: n/a

Digital Audio Workstations
Students will start to explore the basic functions of a Digital Audio Workstation
KEY ASSIGNMENTS: DAW Key Terms

Week 6
MIDI
Students will develop understanding of MIDI and its role in music creation
KEY ASSIGNMENTS: Melody Composing Assignment

Week 7
VST's
Students will learn and utilize functions in VST's to create unique instruments
KEY ASSIGNMENTS: Synthesizer Creation Project

Week 9
DAW, VST's, and MIDI Final
Students will be studying for their written and performance final for DAW, VST's, and MIDI
KEY ASSIGNMENTS: Final Study Guide

Week 10-11
Final Composition Project Part 1
Students will start the final composition projects. A class check in will commence every 2nd week.
KEY ASSIGNMENTS: Final Project Check In 1 at the end of Week 11

Week 12-13
Final Composition Project Part 2
Students will continue workin on their final composition projects. A class check in will commence every 2nd week.
KEY ASSIGNMENTS: Final Project Check In 2 at the end of Week 13

Week 14-15
Sampling, Final Composition Project Part 3
Students will be introduced to the concept of sampling in music. They will integrate sampling into their final composition projects. A class check in will commence every 2nd week.
KEY ASSIGNMENTS: Sampling Project, Final Project Checkin 3 at the end of week 15

Week 16
EQing, Mixing
Students will learn about EQing and Mixing tracks in their final projects
KEY ASSIGNMENTS: Mixing Assignment by end of week 16

Week 17-18
Album Artwork
Students will learn about mastering in their final projects. They will learn the basics of Photoshop to create album artwork for their final song.
KEY ASSIGNMENTS: Final Composition Project, Album Artwork

SEMESTER 2

Week 19
Introduction To Audio Hardware: Microphones/Cables And Connectors
Students will begin to explore audio hardware, starting with microphones and cables/connectors
KEY ASSIGNMENTS: Practice Worksheets

Week 22
Introduction To Recording Set Ups: Microphone Placement
Students will apply what they have learned from audio hardware in order to create and set up various recording set ups that are used in professional studio and live situations. Focus will be placed on microphone placement.
KEY ASSIGNMENTS: Microphone Set Up Research/In-Class Practice

Week 20
Audio Hardware: Sound Boards/Speakers
Students will continue to explore audio hardware with sound board and speakers
KEY ASSIGNMENTS: Practice Worksheets

Week 21
Performance Evaluation: Audio Hardware
Students will study to take a performance evaluation of audio hardware
KEY ASSIGNMENTS: Study Guide, Performance Evaluation at the end of Week 21

Week 23
Recording Set Ups (cont'd): Signal Flow
Students will learn about more microphone set ups while learning the appropriate signal flow between hardware to make a recording session possible.
KEY ASSIGNMENTS: Signal Flow Research/In-Class Practice

Week 24
Recording Set Ups Final
Students will study for a performance evaluation in Recording Set Ups. They will have to demonstrate different microphone placements and signal flow processes.
KEY ASSIGNMENTS: Study Guide, Performance Evaluation Final

Week 25
Introduction To Multitrack Recording
Students will learn about the functions and processes in a DAW that create the perfect multitrack recording session
KEY ASSIGNMENTS: Performance Evaluation at the end of Week 25

Week 26
Executing A Multitrack Recording Session
After learning about the proper set up of a multitrack recording session, students will learn about executing a multitrack recording session by setting up microphones through a DAW correctly and other functions.
KEY ASSIGNMENTS: Performance Evaluation at the end of Week 26

Week 27
Introduction To Tracking Live Instruments: Drums and Guitars Part 1
Students will learn about tracking live instruments such as drums and guitars. They will spend this week learning about microphone placements, additional hardware, and DAW integration
KEY ASSIGNMENTS: Tracking Research

Week 28
Introduction To Tracking Live Instruments: Drums and Guitars Part 2
Students will execute mic'ing up a drum set properly using microphones, a snake box, and cables. They will wire them into a DAW and set up a proper recording session
KEY ASSIGNMENTS: In-Class Practice

Week 29
Introduction To Tracking Live Instruments: Drums and Guitars Part 3
Students will execute mic'ing up a guitar cabinet properly using microphones, a snake box, and cables. They will wire them into a DAW and set up a proper recording session
KEY ASSIGNMENTS: In-Class Practice

Week 32-34
Recording Final
Students will work in groups to complete their recording finals. They will present at the end of Week 34.
KEY ASSIGNMENTS: Final Recording Project Presentation

Week 30
Introduction To Tracking Live Instruments: Drums and Guitars Part 3
Students will execute mic'ing up a guitar cabinet properly using microphones, a snake box, and cables. They will wire them into a DAW and set up a proper recording session
KEY ASSIGNMENTS: In-Class Practice

Week 31

Week 35
Studio Psychology
Students will be introduced to Studio Psychology. They will learn the practices and role-play scenarios to better understand it in the real world.
KEY ASSIGNMENTS: Research, Group Role-play

Week 36
Resume And Online Portfolio
Students will conclude the class by creating a professional audio resume and online portfolio that will showcase their best works
KEY ASSIGNMENTS: Resume, Online Portfolio

In-Class Events:
Students are required to work in various groups to complete class projects. Each student must individually submit each class project to the instructor.

Course Content Waiver
I would like to inform you that our Music Production and Sound Design Classes may occasionally include content with offensive language, as students are often exposed to a wide variety of musical genres, artistic expressions, and graphic gaming content. I strive to create a respectful and inclusive environment, and I will make every effort to address and contextualize any inappropriate language and content that may arise during lessons. If you have any concerns or questions, please do not hesitate to contact me.

Parent/Guardian Initials_____

Signature:

Print Student Name:_____

Student Signature: _____ Date:_____

Print Parent Name:_____

Parent Signature: _____ Date:_____