



**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS**  
**MUSI 355: Sound Recording**  
**Winter 2017**

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Instructor<br>Office<br>Email<br>Office Hours                           | Dr. Laurie Radford<br>CH E 211-C<br><a href="mailto:lradford@ucalgary.ca">lradford@ucalgary.ca</a><br>by appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Day(s),time(s) and location of Class                                    | CH F-210 / CH F-007 / Rozsa Centre Recording Studio<br>WF 4:00 – 5:15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Out of class activities                                                 | Recording sessions at noon hour and evening recitals as part of required assignments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Learning resources:<br>required readings,<br>textbooks and<br>materials | Text: Modern Recording Techniques 8 <sup>th</sup> Edition by David Miles Huber and Robert E. Runstein<br>Additional readings to be assigned in class from reserves, D2L, or online resources.<br>Digital backup media including: CD-R, DVD-R, flash drives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Prerequisites                                                           | none                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Supplementary fees                                                      | none                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Course description                                                      | An introduction to the practice and theory of sound and music recording.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Course learning outcomes                                                | By the completion of this course, successful students will be able to:<br>1. demonstrate knowledge of practical concepts and techniques of sound and music recording<br>2. evaluate recorded music and sound in regards to various criteria<br>3. demonstrate practical skills and knowledge in the act of recording music and sound<br>4. demonstrate knowledge of the historical, social and commercial aspects of sound and music recording and the sound recording industry<br>5. integrate sound and music recording into creative media projects                                                                                                                                                                                               |
| <b>Course schedule</b>                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Assessment components                                                   | <p><b><u>Assignment 1:</u></b><br/> <b>Value:</b> 10%<br/> <b>Due Date:</b> February 1, 2017<br/> <b>Type:</b> Listening Evaluation 1 (written)<br/> <b>Description:</b> Written evaluation of various parameters of two selected commercial sound recordings.</p> <p><b><u>Assignment 2:</u></b><br/> <b>Value:</b> 10%<br/> <b>Due Date:</b> February 10, 2017<br/> <b>Type:</b> Technical Quiz 1<br/> <b>Description:</b> Written examination of technical concepts and terms</p> <p><b><u>Assignment 3:</u></b><br/> <b>Value:</b> 10%<br/> <b>Due Date:</b> March 1, 2017<br/> <b>Type:</b> Listening Evaluation 2 (written)<br/> <b>Description:</b> Written evaluation of various parameters of two selected commercial sound recordings.</p> |

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|                         | <p><b><u>Assignment 4:</u></b><br/> <b>Value:</b> 10%<br/> <b>Due Date:</b> March 31, 2017<br/> <b>Type:</b> Technical Quiz 2<br/> <b>Description:</b> Written examination of technical concepts and terms</p> <p><b><u>Assignment 5:</u></b><br/> <b>Value:</b> 15%<br/> <b>Due Date:</b> April 7, 2017<br/> <b>Type:</b> Live Recording Project 1<br/> <b>Description:</b> Stereo or multi-track recording of parts of a live concert</p> <p><b><u>Assignment 6:</u></b><br/> <b>Value:</b> 15%<br/> <b>Due Date:</b> April 7, 2017<br/> <b>Type:</b> Live Recording Project 2<br/> <b>Description:</b> Stereo or multi-track recording of parts of a live concert</p> <p><b><u>Assignment 7:</u></b><br/> <b>Value:</b> 15%<br/> <b>Due Date:</b> April 12, 2017<br/> <b>Type:</b> Studio Recording Project<br/> <b>Description:</b> Creative recording project involving in-studio techniques</p> <p><b><u>Assignment 8:</u></b><br/> <b>Value:</b> 15%<br/> <b>Due Date:</b> April 19, 2017<br/> <b>Type:</b> Final Project<br/> <b>Description:</b> Either a) a creative recording project, or b) a technical research paper</p> <p><b><u>Final Exam</u></b><br/>         There is no final examination for this course.</p> |
| Assessment expectations | <p><b><u>Guidelines for Submitting Assignments</u></b><br/>         Written assignments may be submitted in hard copy or as a .pdf via email. Sound recording documents must be handed in on well-labeled media or via a reliable online server with URL information clearly provided.</p> <p><b><u>Criteria That Must Be Met To Pass</u></b><br/>         For written components:<br/>         - grammatically accurate writing<br/>         - effective and accurate use of graphic figuration and notation<br/>         - representative listing of bibliographic and audiovisual references</p> <p>For sound recording components:<br/>         - very good audio quality, edited and presented as per the assignment instructions<br/>         - well-labeled media and/or clear URL links to file(s)</p> <p><b><u>Expectations for Writing:</u></b><br/>         Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p>                                                            |

|                        | <p><u>Guidelines for Formatting Assignments</u><br/>Written assignments must be formatted according to standard MLA or Chicago style formats.</p> <p><u>Late Assignments</u><br/>The grade for assignments submitted more than one week late will be reduced by 2% per day.</p> <p><u>Expectations for Attendance and Participation:</u><br/>Please refer to the Undergraduate Calendar E.3 Attendance for details.<br/>Participation includes regular attendance at classes, appropriate preparation of assigned readings and listening, active contributions to in-class discussions, and attendance at scheduled recording sessions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
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| Grading scale          | <p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.2 Undergraduate Grading System of the Undergraduate Calendar for 2016-2017:</p> <table><tr><th>Grade</th><th>GPA</th><th>Description</th></tr><tr><td>A+</td><td>4.00</td><td>Outstanding.</td></tr><tr><td>A</td><td>4.00</td><td>Excellent – superior performance, showing comprehensive understanding of subject matter.</td></tr><tr><td>A-</td><td>3.70</td><td></td></tr><tr><td>B+</td><td>3.30</td><td></td></tr><tr><td>B</td><td>3.00</td><td>Good – clearly above average performance with knowledge of subject matter generally complete.</td></tr><tr><td>B-</td><td>2.70</td><td></td></tr><tr><td>C+</td><td>2.30</td><td></td></tr><tr><td>C</td><td>2.00</td><td>Satisfactory – basic understanding of the subject matter.</td></tr><tr><td>C-</td><td>1.70</td><td>Receipt of a grade point average of 1.70 may not be sufficient for promotion or graduation. (See individual undergraduate faculty regulations.)</td></tr><tr><td>D+</td><td>1.30</td><td></td></tr><tr><td>D</td><td>1.00</td><td>Minimal pass - marginal performance; generally insufficient preparation for subsequent courses in the same subject.</td></tr><tr><td>F</td><td>0</td><td>Fail - unsatisfactory performance or failure to meet course requirements.</td></tr></table> <p>Grading Scheme</p> <table><tr><td>95-100</td><td>A</td></tr><tr><td>90-94</td><td>A-</td></tr><tr><td>85-89</td><td>B+</td></tr><tr><td>80-84</td><td>B</td></tr><tr><td>75-79</td><td>B-</td></tr><tr><td>70-75</td><td>C+</td></tr><tr><td>65-69</td><td>C</td></tr><tr><td>60-64</td><td>C-</td></tr><tr><td>55-59</td><td>D+</td></tr><tr><td>50-54</td><td>D</td></tr><tr><td>Below 50</td><td>F</td></tr></table> | Grade                                                                                                                                           | GPA | Description | A+ | 4.00 | Outstanding. | A | 4.00 | Excellent – superior performance, showing comprehensive understanding of subject matter. | A- | 3.70 |  | B+ | 3.30 |  | B | 3.00 | Good – clearly above average performance with knowledge of subject matter generally complete. | B- | 2.70 |  | C+ | 2.30 |  | C | 2.00 | Satisfactory – basic understanding of the subject matter. | C- | 1.70 | Receipt of a grade point average of 1.70 may not be sufficient for promotion or graduation. (See individual undergraduate faculty regulations.) | D+ | 1.30 |  | D | 1.00 | Minimal pass - marginal performance; generally insufficient preparation for subsequent courses in the same subject. | F | 0 | Fail - unsatisfactory performance or failure to meet course requirements. | 95-100 | A | 90-94 | A- | 85-89 | B+ | 80-84 | B | 75-79 | B- | 70-75 | C+ | 65-69 | C | 60-64 | C- | 55-59 | D+ | 50-54 | D | Below 50 | F |
| Grade                  | GPA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Description                                                                                                                                     |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| A+                     | 4.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Outstanding.                                                                                                                                    |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| A                      | 4.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Excellent – superior performance, showing comprehensive understanding of subject matter.                                                        |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| A-                     | 3.70                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| B+                     | 3.30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| B                      | 3.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Good – clearly above average performance with knowledge of subject matter generally complete.                                                   |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| B-                     | 2.70                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| C+                     | 2.30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| C                      | 2.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Satisfactory – basic understanding of the subject matter.                                                                                       |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| C-                     | 1.70                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Receipt of a grade point average of 1.70 may not be sufficient for promotion or graduation. (See individual undergraduate faculty regulations.) |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| D+                     | 1.30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| D                      | 1.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Minimal pass - marginal performance; generally insufficient preparation for subsequent courses in the same subject.                             |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| F                      | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Fail - unsatisfactory performance or failure to meet course requirements.                                                                       |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 95-100                 | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 90-94                  | A-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 85-89                  | B+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 80-84                  | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 75-79                  | B-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 70-75                  | C+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 65-69                  | C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 60-64                  | C-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 55-59                  | D+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| 50-54                  | D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| Below 50               | F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |
| Academic accommodation | Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                 |     |             |    |      |              |   |      |                                                                                          |    |      |  |    |      |  |   |      |                                                                                               |    |      |  |    |      |  |   |      |                                                           |    |      |                                                                                                                                                 |    |      |  |   |      |                                                                                                                     |   |   |                                                                           |        |   |       |    |       |    |       |   |       |    |       |    |       |   |       |    |       |    |       |   |          |   |

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|                                              | <p>accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://ucalgary.ca/access/">ucalgary.ca/access/</a>. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.</p> <p>The full policy on Student Accommodations is available at <a href="http://ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf">ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Academic integrity, plagiarism               | <p>The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are referred to the section on plagiarism in the University Calendar (<a href="http://ucalgary.ca/pubs/calendar/current/k-2.html">ucalgary.ca/pubs/calendar/current/k-2.html</a>) and are reminded that plagiarism-- Using any source whatsoever without clearly documenting it—is an extremely serious academic offence. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources. Please consult your instructor or the Student Success Centre (TFDL 3rd Floor) if you have any questions regarding how to document sources.</p> |
| Student misconduct                           | <a href="http://ucalgary.ca/pubs/calendar/current/k.html">ucalgary.ca/pubs/calendar/current/k.html</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| FOIP                                         | <a href="http://ucalgary.ca/secretariat/privacy">ucalgary.ca/secretariat/privacy</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Emergency evacuation                         | <p>Assembly points for emergencies have been identified across campus. <b>THE PRIMARY ASSEMBLY POINT FOR CRAIGIE HALL IS THE PROFESSIONAL FACULTIES FOOD COURT.</b> For more information, see the University of Calgary's Emergency Management website: <a href="http://ucalgary.ca/emergencyplan/assemblypoints">ucalgary.ca/emergencyplan/assemblypoints</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Internet and electronic communication device | <p><a href="http://elearn.ucalgary.ca/category/d2l/">elearn.ucalgary.ca/category/d2l/</a><br/> <a href="http://ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app">ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app</a></p> <p>The in-class use of computers may be approved by your Instructor. Cell phones and other electronic communication devices should be silenced or turned off upon entering the classroom. If you violate the Instructor's policy regarding the use of electronic communication devices in the classroom, you may be asked to leave the classroom; repeated abuse may result in a charge of misconduct. No audio or video recording of any kind is allowed in class without explicit permission of the Instructor.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Safewalk                                     | 220-5333 anytime. <a href="http://ucalgary.ca/security/safewalk">ucalgary.ca/security/safewalk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Students' union and ombudsperson contacts    | <p>Student Union: <a href="http://su.ucalgary.ca/about/who-we-are/elected-officials/">su.ucalgary.ca/about/who-we-are/elected-officials/</a><br/> Faculty of Arts reps: <a href="mailto:arts1@su.ucalgary.ca">arts1@su.ucalgary.ca</a>; <a href="mailto:arts2@su.ucalgary.ca">arts2@su.ucalgary.ca</a>; <a href="mailto:arts3@su.ucalgary.ca">arts3@su.ucalgary.ca</a>; <a href="mailto:arts4@su.ucalgary.ca">arts4@su.ucalgary.ca</a><br/> Graduate Student's Association: <a href="http://ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html">ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html</a><br/> Student Ombudsman: <a href="http://ucalgary.ca/ombuds/contact">ucalgary.ca/ombuds/contact</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Midterm and final examination scheduling     | <p>Final examinations may be scheduled at any time during the examination period (12-22 December for Fall 2016 term; 15-26 April for Winter 2017 term); students should therefore avoid making prior travel, employment, or other commitments for this period. If a student is unable to write an exam through no fault of his or her own for medical or other valid reasons, documentation must be provided and an opportunity to write the missed exam may be given. Students are encouraged to review all examination policies and procedures: <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Deferrals of exams/term work                 | <p>It is possible to request a deferral of term work or final examinations for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with your advisor if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines. <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a><br/> <a href="http://ucalgary.ca/pubs/calendar/current/g-6.html">ucalgary.ca/pubs/calendar/current/g-6.html</a><br/> <a href="http://ucalgary.ca/pubs/calendar/current/g-7.html">ucalgary.ca/pubs/calendar/current/g-7.html</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| SCPA Claim Your Seat Program: Student Guidelines                   | <ol style="list-style-type: none"> <li>1. The Claim Your Seat (CYS) program, funded by the Students' Union Quality Money, allows all University of Calgary students to attend on-campus School of Creative and Performing Arts (Dance, Drama and Music) events free of charge.</li> <li>2. Depending on the performance, there is a limited number of seats available for CYS. There is not a guarantee that tickets will be available for all CYS patrons for every performance, based on audience size, demand, etc.</li> <li>3. CYS tickets are a privilege. If a student receives a ticket to attend a performance, it is expected that they will respect the value of the admission and attend the performance.</li> <li>4. Process for students: On the date of the performance, from 45 minutes prior to 15 minutes prior to the performance start time, they arrive to the CYS table next to the Box Office and show their Unicaard. If students arrive after 15 minutes prior to the performance start time, they can go to the Box Office and purchase a ticket at the student rate. Students should not go to the Box Office unless they are purchasing a ticket.</li> <li>5. If students have a course requirement to attend a performance for a specific date, access to the tickets will be communicated by the instructor to University Theatre Services prior to the event. The best guarantee for a free ticket is to arrive early, up to 45 minutes prior to the performance start time.</li> <li>6. Respect for the Front of House and theatre staff, performers and fellow patrons is an absolute requirement. Failure to comply with this will lead to being asked to leave the venue and could result in the revoking of CYS privileges.</li> </ol> |
| Academic standing                                                  | <a href="http://ucalgary.ca/pubs/calendar/current/f.html">ucalgary.ca/pubs/calendar/current/f.html</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Campus security                                                    | 220-5333. Help phones: located throughout campus, parking lots, and elevators. They connect directly to Campus Security; in case of emergency, press the red button.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Copyright                                                          | It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University's Fair Dealing Guidance for Students. Further copyright information for students is available on the Copyright Office web page ( <a href="http://library.ucalgary.ca/copyright">library.ucalgary.ca/copyright</a> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Faculty of Arts program advising and student information resources | <p>For academic advising, visit the Arts Students' Centre (ASC) for answers about course registration, graduation checks, and the 'big picture' on programs and majors. Drop in at SS102, email at <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a> or call at 403-220-3580. You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns.</p> <p>For academic success support, such as writing support, peer support, success seminars, and learning support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at <a href="mailto:success@ucalgary.ca">success@ucalgary.ca</a> or visit their website at <a href="http://ucalgary.ca/ssc/">ucalgary.ca/ssc/</a> for more information or to book an appointment.</p> <p>For enrolment assistance, including registration (add/drop/swap) changes, paying fees, and navigating your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], by email at <a href="mailto:futurestudents@ucalgary.ca">futurestudents@ucalgary.ca</a> or visit them at the MacKimmie Block 117.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Course outlines for transfer credit                                | It is possible that you will be asked for copies of this outline for credit transfers to other institutions or for proof of work done. It is the student's responsibility to keep these outlines and provide them to employers or other universities when requested. Please ensure that outlines of all the courses you take are kept in a safe place for your future reference. Departments/Programs do not guarantee that they will provide copies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Letter of permission                                               | If you wish to study at another institution while registered at the U of C, you must have a letter of permission. You can submit your request through your Student Centre at MyUofC. Students must have the Letter of Permission before they take the course at another school. Failure to prepare may result in no credit awarded and could result in suspension from the faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Undergraduate associations                                         | <p>DUS: Drama Undergraduate Society, CHC 005 <a href="mailto:uofcdus@gmail.com">uofcdus@gmail.com</a></p> <p>MUS: Music Undergraduate Society, CHF 219 <a href="mailto:undmusic@ucalgary.ca">undmusic@ucalgary.ca</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |