# INF 392L Intro to Audio Preservation

##### UNIQUE NUMBER 28865

###### Semester: Fall 2023

Class Meets: Tuesday evenings from 6:30 pm – 9:00 pm

**Instructor:** Sarah Cunningham

Office: Audio Preservation Office, LBJ Library 2313 Red River

Pronouns: [she, her] Office hours: by appointment

Email: shcunningham1@utexas.edu

Phone: (512) 721-0156

# Course Description

### University Catalog Course Description

An introduction to the preservation of audio including:

 - A chronological examination of the development and history of recording

- A study of issues in the care and preservation of recordings

- The economics of in-house vs. "outsourced" audio reformatting

- Study of methods to create digital surrogates

**Objectives:** This class will introduce students to the preservation of sound recordings. Students will gain an understanding of:

- The various types of sound recordings and formats

- The Administration of Audiovisual Archives

- Current best practices and methods for preserving recordings

- Standards for archival methods of storage and retrieval

- The professional communities and organizations involved with the preservation of sound recordings

### Pre-requisites for the course

No Pre-requisites

### How Will You Learn?

### Statement oF Learning Success

Your success in this class is important to me. We all learn differently, and everyone struggles sometimes. You are not, ever, the only one having difficulty! If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we will develop strategies to meet both your needs and the requirements of the course. I also encourage you to reach out to the student resources available through UT and I am happy to connect you with a person or Center if you would like.

### TEACHING MODALITY INFORMATION

hybrid (online plus optional in-person class time. This allows for in person lectures and hands-on instruction as well as an option for emergency weather conditions and Zoom meetings with featured speakers

### Communication

The course Canvas site can be found at [utexas.instructure.com](https://utexas.instructure.com/)

### Asking for help

Students are free to email for help and to set up in-person meetings. In addition, I can be available for 20 minutes before and after each class session. Feel free to email me to set up a time that is convenient for both of us.

DISABILITY & ACCESS (D&A)

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodation please contact Disability & Access (D&A). Please refer to the D&A website for more information: <http://diversity.utexas.edu/disability/>. If you are already registered with D&A, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodation and needs in this course.

### Course Requirements and Grading

### Required Materials

All readings for this course will be available on-line through Canvas and/or links posted on the Canvas site for this course.

Students are encouraged to purchase Sound Forge Studio 17 from Magix for audio preservation projects.

### Required Devices

### Access to a computer is needed to succeed in the course.

### Classroom expectations

Deadlines – All students are expected to turn assignments in at the beginning of the class period of the day that it is due. If a student must miss a class, the assignment must be sent via e-mail to me 1 hour before the class begins.

A letter grade will be deducted for each day an assignment is late.

Papers - will be graded on: Research, Content, Writing and Presentation

Students that need assistance with writing may visit the Sanger Learning Center for feedback, tips to improve writing skills and sessions with a writing tutor:

<http://www.utexas.edu/ugs/slc/grad> Links to an external site.

**Assignments**

Assignments for each class meeting can be found on the Canvas course page for this class.

**Class attendance** Participation in class discussions is included in the course grade, so students are expected to not miss more than 3 classes during the semester.

**Grading Policies**

As I hope you can see, flexibility is built into the assignments to support your success in this course. If you miss a smaller assignment or don’t do as well on your earlier journal entries, your grade will not be impacted significantly. Consequently, the final grades are firm, and no additional curve is available.

| Grade | Cutoff |
| --- | --- |
| A | 94% |
| A- | 90% |
| B+ | 87% |
| B | 84% |
| B- | 80% |
| C+ | 77% |
| C | 74% |
| C- | 70% |
| D+ D D- | 67%  64%  60% |
| F | <60% |

**Academic Integrity Expectations**

Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on academic dishonesty will be strictly enforced. For further information, please visit the Student Conduct and Academic Integrity website at: [http://deanofstudents.utexas.edu/conductLinks to an external site.](http://deanofstudents.utexas.edu/conduct).

**Confidentiality of Class Recordings**

Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.

**Getting Help with technology**

Students needing help with technology in this course should contact the [ITS Service DeskLinks to an external site.](https://its.utexas.edu/contact) or [insert contact information for your local support unit(s) and for course materials, software, hardware, or other technology used in your course].

**Content Warning**

Our classroom provides an open space for the critical and civil exchange of ideas. Some readings and other content in this course will include topics that some students may find offensive and/or traumatizing. I’ll aim to forewarn students about potentially disturbing content and I ask all students to help to create an atmosphere of mutual respect and sensitivity.

**Sharing of Course Materials is Prohibited**

No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. The University is well aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to [Student Conduct and Academic IntegrityLinks to an external site.](http://deanofstudents.utexas.edu/conduct) in the Office of the Dean of Students. These reports can result in sanctions, including failure of the course.

**Religious Holy Days**

By [UT Austin policyLinks to an external site.](https://catalog.utexas.edu/general-information/academic-policies-and-procedures/attendance/), you must notify me of your pending absence as far in advance as possible of the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

### **Course Outline**

All instructions, assignments, readings, rubrics and essential information will be on the Canvas website at [utexas.instructure.com](https://utexas.instructure.com/). Check Canvas regularly. **Changes** to the schedule may be made at my discretion if circumstances require. I will announce any such changes in class and will also communicate them via a Canvas announcement. It is your responsibility to note these changes when announced, and I will do my best to ensure that you are notified of changes with as much advance notice as possible.

# Course Policies and Disclosures

### honor code

The University of Texas at Austin strives to create a dynamic and engaging community of teaching and learning where students feel intellectually challenged; build knowledge and skills; and develop critical thinking, creativity, and intellectual curiosity. As a part of this community, it is important to engage in assignments, exams, and other work for your classes with openness, integrity, and a willingness to make mistakes and learn from them. The UT Austin honor code champions these principles:

I pledge, as a member of the University of Texas community, to do my work honestly, respectfully, and through the intentional pursuit of learning and scholarship.

The honor code affirmation includes three additional principles that elaborate on the core theme:

* I pledge to be honest about what I create and to acknowledge what I use that belongs to others.
* I pledge to value the process of learning in addition to the outcome, while celebrating and learning from mistakes.
* This code encompasses all of the academic and scholarly endeavors of the university community.

The honor code is more than a set of rules, it reflects the values that are foundational to your academic community. By affirming and embracing the honor code, you are both upholding the integrity of your work and contributing to a campus culture of trust and respect.

### ACADEMIC INTEGRITY EXPECTATIONS

Students who violate University rules on academic misconduct are subject to the student conduct process. A student found responsible for academic misconduct may be assigned both a status sanction and a grade impact for the course. The grade impact could range from a zero on the assignment in question up to a failing grade in the course. A status sanction can range from a written warning, probation, deferred suspension and/or dismissal from the University. To learn more about academic integrity standards, tips for avoiding a potential academic misconduct violation, and the overall conduct process, please visit the Student Conduct and Academic Integrity website at: <http://deanofstudents.utexas.edu/conduct>.

### CONFIDENTIALITY OF Class RecordingS

Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.

### Getting Help with technology

Students needing help with technology in this course should contact the [ITS Service Desk](https://its.utexas.edu/contact) or

### content warning

### Our classroom provides an open space for the critical and orderly exchange of ideas through discussion. Some readings and other content in this course will include topics and comments that some students may find offensive and/or traumatizing. I’ll aim to forewarn students about potentially disturbing content and I ask all students to help to create an atmosphere of mutual respect and sensitivity.

### Sharing of Course Materials is Prohibited

### No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, my written permission. Unauthorized sharing of materials may facilitate cheating. The University is aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to [Student Conduct and Academic Integrity](https://deanofstudents.utexas.edu/conduct/) in the Office of the Dean of Students. These reports can result in initiation of the student conduct process and include charge(s) for academic misconduct, potentially resulting in sanctions, including a grade impact.

### artificial intelligence

“The creation of artificial intelligence tools for widespread use is an exciting innovation. These tools have both appropriate and inappropriate uses in classwork. The use of artificial intelligence tools (such as ChatGPT) in this class:

* …is strictly prohibited. This includes using AI to generate ideas, outline an approach, answer questions, solve problems, or create original language. All work in this course must be your own or created in group work, where allowed.

If you are considering the use of AI writing tools but are unsure if you are allowed or the extent to which they may be utilized appropriately, please ask.”

For more information about AI in education, see the Center for Teaching and Learning’s [“5 Things to Know about ChatGPT” webpage](https://ctl.utexas.edu/5-things-know-about-chatgpt) that includes [additional suggested syllabi statements](file:///C:\Users\sr33449\Downloads\For%20additional%20suggested%20syllabi%20statements,%20please%20visit%20our%20CTL%20webpage%20that%20contains%20a%20range%20of%20different%20statements%20that%20you%20may%20use%20and%20adapt) for your consideration.]

### Religious Holy Days

### By [UT Austin policy](https://catalog.utexas.edu/general-information/academic-policies-and-procedures/attendance/), you must notify me of your pending absence for a religious holy day as far in advance as possible of the date of observance. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

### names and pronouns

Class rosters are provided to the instructor with the student’s legal name, unless they have added a chosen name with the registrar’s office. If you have not yet done so, I will gladly honor your request to address you with the name and pronouns that you prefer for me to use for you. It is helpful to advise me of any changes or needs regarding your name and pronouns early in the semester so that I may make appropriate updates to my records and be informed about how to support you in this class.

* For instructions on how to add your pronouns to Canvas, visit [this site](https://utexas.instructure.com/courses/633028/pages/profile-pronouns).
* If you would like to update your chosen name with the registrar’s office, you can do so [here](https://enterprise.login.utexas.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s2), and reference [this guide](https://docs.google.com/document/d/17uzmcD7oGE5JPMueJN7CsBlgE7SICUYu7ysmrFgc8cM/edit).
* For additional guidelines prepared by the Gender and Sexuality Center for changing your name on various campus systems, see the Resources page under UT Resources [here](https://diversity.utexas.edu/genderandsexuality/publications-and-resources/).

### land acknoWledgment

### I would like to acknowledge that we are meeting on the Indigenous lands of Turtle Island, the ancestral name for what now is called North America. Moreover, I would like to acknowledge the Alabama-Coushatta, Caddo, Carrizo/Comecrudo, Coahuiltecan, Comanche, Kickapoo, Lipan Apache, Tonkawa and Ysleta Del Sur Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas.

### Counseling and Mental Health Center (CMHC)

Students who are struggling for any reason and who believe that it might impact their performance in the course are urged to reach out to Bryce Moffett if they feel comfortable. This will allow her to provide any resources or accommodations that she can. If immediate mental health assistance is needed, call the Counseling and Mental Health Center (CMHC) at 512-471-3515 or you may also contact Bryce Moffett, LCSW (iSchool CARE counselor) at 512-232-4449. Bryce’s office is located in FAC18S and she holds drop in Office Hours on Wednesday from 2-3pm. For urgent mental health concerns, please contact the CMHC 24/7 Crisis Line at 512-471-2255.

# Important Safety Information

Carrying of Handguns on Campus

Students in this class should be aware of the following university policies related to Texas’ Open Carry Law:

* Students in this class who hold a license to carry are asked to [review the university policy regarding campus carry](https://www.utexas.edu/campus-carry#ac).
* Individuals who hold a license to carry are eligible to carry a concealed handgun on campus, including in most outdoor areas, buildings and spaces that are accessible to the public, and in classrooms.
* It is the responsibility of concealed-carry license holders to carry their handguns on or about their person at all times while on campus. Open carry is NOT permitted, meaning that a license holder may not carry a partially or wholly visible handgun on campus premises or on any university driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.
* Per my right, I prohibit carrying of handguns in my personal office. Note that this information will also be conveyed to all students verbally during the first week of class. This written notice is intended to reinforce the verbal notification and is not a “legally effective” means of notification in its own right.

### TITLE IX DISCLOSURE

Beginning January 1, 2020, Texas Education Code, Section 51.252 (formerly known as Senate Bill 212) requires all employees of Texas universities, including faculty, to report to the [Title IX Office](https://titleix.utexas.edu/) any information regarding incidents of sexual harassment, sexual assault, dating violence, or stalking that is disclosed to them. Texas law requires that all employees who witness or receive information about incidents of this type (including, but not limited to, written forms, applications, one-on-one conversations, class assignments, class discussions, or third-party reports) must report it to the Title IX Coordinator. Before talking with me, or with any faculty or staff member about a Title IX-related incident, please remember that I will be required to report this information.

Although graduate teaching and research assistants are not subject to Texas Education Code, Section 51.252, they are [mandatory reporters](https://titleix.utexas.edu/mandatory-reporters) under federal Title IX regulations and are required to report [a wide range of behaviors we refer to as sexual misconduct](https://titleix.utexas.edu/what-is-title-ix), including the types of misconduct covered under Texas Education Code, Section 51.252. Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex – including pregnancy and parental status – in educational programs and activities. The Title IX Office has developed supportive ways and compiled campus resources to support all impacted by a Title IX matter.

If you would like to speak with a case manager, who can provide support, resources, or academic accommodations, in the Title IX Office, please email: [supportandresources@austin.utexas.edu](mailto:supportandresources@austin.utexas.edu). Case managers can also provide support, resources, and accommodations for pregnant, nursing, and parenting students.

For more information about reporting options and resources, please visit: [https://titleix.utexas.edu](https://titleix.utexas.edu/), contact the Title IX Office via email at: [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu), or call 512-471-0419.

### campus safety

The following are recommendations regarding emergency evacuation from the [Office of Emergency Management](https://safety.utexas.edu/), 512-232-2114:

* Students should sign up for Campus Emergency Text Alerts at the page linked above.
* Occupants of buildings on The University of Texas at Austin campus must evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
* Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
* Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
* In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
* For more information, please visit the [Office of Emergency Management](https://emergencymanagement.utexas.edu/).

# University Resources

For a list of university resources that may be helpful to you as you engage with and navigate your courses and the university, see the [University Resources Students Canvas page](https://utexas.instructure.com/enroll/TP964H).

**Sanger Learning Center**

Did you know that more than one-third of UT undergraduate students use the Sanger Learning Center each year to improve their academic performance? All students are welcome to take advantage of Sanger Center’s classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. For more information, please visit [https://ugs.utexas.edu/slcLinks to an external site.](https://ugs.utexas.edu/slc) or call 512-471-3614 (JES A332).”