MUSIC PRODUCTION
A World of MUSIC
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td>What’s Next?</td>
<td>4</td>
</tr>
<tr>
<td>Program Information</td>
<td>5</td>
</tr>
<tr>
<td>Sample Schedule</td>
<td>7</td>
</tr>
<tr>
<td>Program Director</td>
<td>10</td>
</tr>
<tr>
<td>Housing</td>
<td>11</td>
</tr>
<tr>
<td>Meals</td>
<td>12</td>
</tr>
<tr>
<td>Community Standards</td>
<td>12</td>
</tr>
<tr>
<td>Tuition Payment</td>
<td>13</td>
</tr>
<tr>
<td>Travel</td>
<td>15</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>17</td>
</tr>
<tr>
<td>Contacts</td>
<td>18</td>
</tr>
</tbody>
</table>
Welcome!

Welcome to the 2015 Music Production Workshop. This booklet features arrival and departure information and includes a sample schedule, payment policies, and other information to make preparation as easy as possible.

If you have any questions, please contact the Office of Summer Programs at summer@berklee.edu or 617-747-2245.

We look forward to meeting you at Berklee this summer.
What’s Next?

Complete Your Registration

Log in to your account at apply.berklee.edu. If you have not completed your registration, the progress bar on the right side of your account page will reflect any incomplete forms or applications. Your registration is not complete until all required items listed here are completed.

Make Travel and Housing Arrangements

If you submitted an online housing application on apply.berklee.edu, you will receive a building assignment via email before the start of the program. Room assignments will be distributed at check-in. Upon receiving a housing assignment, follow the instructions disseminated via email to retain your place.

For more information on housing, contact Berklee’s Housing Office at housing@berklee.edu or 617-747-2292.

Submit Payments

Your current balance and payment information can be reviewed under “My Payments” on your apply.berklee.edu account.

For more information on payments, visit berklee.edu/summer/tuition or contact the Office of the Bursar at 617-747-2165 or bursar@berklee.edu.

International Students: Submit Immunization Records

If you are an international student, the Commonwealth of Massachusetts requires that you submit complete immunization records in order to finalize your registration. Students with missing or incomplete forms cannot participate in the program until completed forms are received.

Visit berklee.edu/summer/international to download the immunization form or contact summerinternational@berklee.edu for more information.
Program Information

Check-In: Friday, July 17
All students must arrive during check-in. An optional campus tour will take place at 10:00 a.m.
Date: Friday, July 17
Time: 9:00 a.m. to 11:00 a.m.
Location:
David Friend Recital Hall
921 Boylston Street
Boston, Massachusetts 02115

After students check in, program orientation will begin and class schedules will be distributed.

What To Bring
Though not required, you are permitted to bring laptops, computers, tablets, etc. Wireless internet and electrical outlet plugs are provided throughout the campus.

Please keep in mind that it is your responsibility to keep your items safe. Berklee is not responsible for the loss of these items.

Departure: Sunday, July 19
The program will conclude at 3:00 p.m. Sunday, July 19. Students must move out of the dorm by 7:00 p.m. Sunday.

Class Levels
• Several of the courses have two sections. You will choose either Level 1 (beginner) or Level 2 (advanced).
• Assess your familiarity in the following areas. Schedules will be distributed at check-in.

Electronic Production
Level 1
• The nature of MIDI data
• Recording and editing MIDI
• File formats
• Quantization and timing
• Using multitimbral sound engines
• Using multiport interfaces
• Arranging considerations

Level 2
• Musical phrasing with MIDI
• Articulation
• Dynamics
• Modulation
• Using alternate controllers
• Realism in acoustic instrument emulation
• Advanced quantization techniques for natural feel
• Virtual instruments
• Market applications of MIDI files without digital audio
### Multitrack Recording Techniques

**Level 1**
- Development of the modern recording studio
- Recording console basics
- Studio and console signal flow
- Live-to-two-track and multitrack recording and mixdown
- Analog versus digital recording
- Microphones
- Signal processing

**Level 2**
- Discussion and demonstration of recording techniques for drums, acoustic piano, horns, and electric and acoustic guitars
- Microphone selection and placement
- Complex versus simple mic techniques
- Considerations of leakage and isolation
- Stylistic contexts that influence our approach to tracking

### Digital Audio

**Level 1**
- Digital audio basics (sample rate, bit resolution, AES/EBU and SP/ PDIF, DAT direct to disk)
- Digital audio editing, destructive and nondestructive, using Peak
- Digital audio production tools and techniques
- Sequencer applications (MIDI and direct-to-disk software)
- ProTools (disk-based, non-linear multitrack)
- Tape-based, linear multitrack

**Level 2**
- Creating drum loops
- Changing pitch and tempo and audio events
- Matching tempos
- Replacing MIDI events with audio events
- Integrating MIDI and audio
- Using digital signal processing and plug-ins
Class Topics

Scoring to picture: Learn the basics of writing music for film, television, or games. This includes creative interpretation of visuals, working with clients, integration of the picture into music software, and composing/producing your own tracks using synthesizers and sequencers.

Critical listening: Explore techniques used to analyze popular recordings from a variety of perspectives, both technical and musical.

Multimedia authoring: Learn how music and audio functions within interactive multimedia environments such as the web, computer games, and live performance. Powerful multimedia authoring tools will be introduced.

Audio and MIDI production: Gain an overview of MIDI sequencing and audio production techniques using state-of-the-art software and synthesis hardware. Emphasis will be placed on recording and editing your own material in the digital audio workstation environment.

Business of music production: Discuss licensing, publishing, royalties, contracts, and distribution.

Synthesizer programming: Learn about synthesizer architecture and programming concepts common to all synthesizers, as well as sound/patch design and application using a variety of synthesis technologies.
Multitrack recording techniques: Participate in an accelerated workshop covering many aspects of recording, including microphone selection and placement, equalization, and dynamic signal processing.

Multitrack mixing techniques: Explore the aesthetic choices related to balance, dynamics, arrangement, preparation, and realization of a successful mix.

Project/home studio design and setup: Learn about basic equipment requirements, budget considerations, affordable acoustic modifications, and the formation of appropriate expectations.


Circuit bending and alternate controllers: Explore the emerging world of circuit bending as a sound-generation technique and examine the use of alternate controllers in performance and production.

Making and selling your own recordings: Discover how mastering can enhance your final product, as well as how to prepare for manufacturing, design your package, and determine the most successful marketing methods for independently released albums.

Guest lecturer presentation: Hear a special lecture on topics related to technological innovation presented by an industry professional.

Evening sessions: Enjoy additional seminars, demonstrations, and lab time.

Please note, the course descriptions are only a sample and are subject to change.
Program Director

Rob Jaczko  Chair, Music Production and Engineering Department

The ongoing goals for the Music Production and Engineering Department are centered in three critical areas: curriculum, faculty, and facilities. Every topic, class, and assignment has been evaluated for its relevance, emphasis, timing, and balance. And with 20+ studios operating 22 hours per day, seven days per week, it is critical to maintain a state-of-the-art technical infrastructure.

As a teacher I am patient, but demanding. I’m still very excited about the craft of recording and record production. And if students are going to excel in the industry, they are going to have to display an intense passion for the process and an unflagging work ethic. I really respond to students who are eager to learn and willing to go all out to achieve their goals.

- B.M., Berklee College of Music
- Independent record producer and recording engineer
- Former staff engineer at A&M Studios, Hollywood, California
- Credits include Vinnie Colaiuta, Sheryl Crow, Hall and Oates, Don Henley, Graham Nash, Bruce Springsteen, James Taylor, Ron Wood, Warren Zevon, and others
- Former president, On Site Entertainment, specializing in new media/Internet development
Housing

Please note that registering for a summer program does not guarantee housing accommodations.

If you have requested on-campus housing, the housing application is available in your account at apply.berklee.edu. Room assignments will be communicated to housing applicants via email until residence halls reach capacity. To be eligible to stay in a residence hall, you must be 15 years of age by the start of the program. There is limited housing for students 21 and older.

For questions concerning on-campus housing, call the Housing Office at 617-747-2292.

Move-In

Students staying on campus may move into housing the day before, if necessary, starting at 3:00 p.m. Thursday, July 16. Students are encouraged to move into the residence hall before checking into the program.

Move-Out

Students must move out of housing on Sunday, July 17, before 7:00 p.m.

Suggested Packing List

All dorms are furnished with a desk, chair, dresser, and bed.

- **Bedding**
  - Sheets (extra long twin)
  - Blanket
  - Pillow
  - Towels

- **Toiletries**
  - Soap
  - Shampoo
  - Toothbrush/toothpaste
  - Etc.

- **Other**
  - Laundry supplies
  - Backpack

- **Do Not Bring**
  - Cooking appliances
  - Coffee pot
  - Halogen lamp
  - Candles
  - Weapons

Residence Hall Staff and Policies

Both full-time professional staff (resident directors) and student staff (resident assistants) live in the residence hall to ensure a safe and comfortable living environment.

Every resident must check in with the Residence Life staff in their residence hall nightly between 10:00 p.m. and 11:30 p.m. Residents are prohibited from leaving the residence hall once checked in.
Meals

On-Campus Students
Meal plans are included in the housing cost, but students may find they need money for additional meals.

Off-Campus Students
Students living off campus may purchase a meal plan or pay cash in the Berklee Dining Hall at 160 Massachusetts Avenue when they arrive. Or, visit campusdish.com/en-US/CSNE/Berklee.

For more information, contact Berklee Dining Services at 617-747-8964. All special dietary needs should be directed to Jessica MacKool at jmackool@berklee.edu or 617-747-2510.

Community Standards
Berklee Summer Programs adheres to the Berklee Summer Community Standards, which reflect our expectations regarding acceptable behavior during your time here this summer. These behavioral standards are designed and enforced to ensure the safety and well being of all students participating in Berklee’s summer programs and living within the residence halls on campus.

If we hear or see something that is contrary to these standards, we have a duty to investigate the matter in order to protect you and our other students. Failure to abide by these standards will be investigated swiftly and may lead to immediate removal from Berklee housing and/or the program without reimbursement of fees.

For a full list of standards and information on what you can expect at Berklee and what Berklee expects of you during your time on campus, we encourage you and your family to visit berklee.edu/summer/registered-students/community-standards.
Tuition Payment

Tuition $1595
Housing (if applicable) $425
Total $2020

Telephone: 866-456-4952

Additional Payment Options

Mailing Checks and Bill Pay
Payments received through “bill pay” will be in the form of a check. Depending on the location and bank, payments take approximately one to two weeks to be received by the college. Please include the student ID number with check payments.

Pay to: Berklee College of Music
Address:
Berklee College of Music
1140 Boylston Street
MS-921 BUR
Boston, MA 02215

Domestic Wire Transfer
For domestic wire transfers, the student’s name and Berklee student ID number is required.

Pay to: Berklee College of Music
Account number: 169789320
ABA number: 021000021
Bank address:
J.P. Morgan Chase Bank
270 Park Avenue
New York, NY 10017

International Wire Transfer
Do not send international wire transfers directly to Berklee’s account. Berklee uses peerTransfer for all international wires: Berklee.peertransfer.com.

Private Scholarships
Students accepting scholarships from outside organizations should provide the organization with the information above to resolve payments. Be sure the organization includes the student’s name and ID number with the payment.

If the payment cannot be provided before the due date, the organization should mail an official scholarship award letter to Berklee College of Music at 1140 Boylston Street, MS-921 BUR, Boston, MA 02215. The scholarship payment or award letter must arrive before the payment due date.

Questions?
For additional information, contact the Office of the Bursar at bursar@berklee.edu or 617-747-2165.
Travel

Directions to Campus

Berklee’s campus is located around the intersection of Boylston Street and Massachusetts Avenue. Students are responsible for arriving to the program and their place of residence.

By Air

Boston is served by Logan International Airport. The Logan Express bus (massport.com/logan-airport/to-and-from-logan/logan-express/) brings passengers from the airport (outside of the “Arrivals” area) to Hynes Convention Center on Boylston Street, which is directly across the street from Berklee’s Genko Uchida Building at 921 Boylston Street and is in close proximity to all Berklee buildings. From the airport, students can easily take a cab for approximately $25-$35. There are many local driving services where arrangements can be booked in advance. Students can also take the subway (available from 5:50 a.m. to 12:30 a.m.) to the Hynes Convention Center stop. An airport shuttle bus also runs to the subway station.

By Train/Bus

Boston is served by Amtrak, major bus lines, and local bus and commuter train service. Most buses arrive at South Station. The closest Amtrak stop is Back Bay.

By Public Transportation

The Massachusetts Bay Transportation Authority (MBTA)—otherwise known as “the T”—services Boston. Take the Green Line (B, C, or D) subway to the Hynes Convention Center stop. Take the Massachusetts Avenue exit out of the station. When you reach street level, turn left and you will soon see Berklee buildings.

By Car

From points west: Take the Massachusetts Turnpike (Interstate 90) east to Exit 22 (Prudential Center), which begins in the Prudential tunnel. When you reach this exit, follow the Prudential Center signs to street level and onto Huntington Avenue. Stay in the right lane until reaching the street’s third traffic light. Turn right onto Massachusetts Avenue.

From points south: Take Route 93 North (Southeast Expressway) to the Massachusetts Avenue/Roxbury exit (left lane exit). Turn right onto Massachusetts Avenue at the traffic light.

From points north: Take Route 93 South or Route 1 South. These roads converge at Boston’s central artery. Follow the signs for Storrow Drive West and stay in the center lane. Take the Fenway exit and then quickly move into the left lane in order to take a hard left onto Boylston Street.
Parking

Parking is available at several nearby parking garages. Parking garage fees can cost more than $20 per day. Metered street parking is free on Sundays.

Instrument Transportation

Students are strongly encouraged to consult their airline regarding instrument transportation policies. Keep in mind that instrument cases may be searched thoroughly by airport personnel, with or without the student present. We encourage you to label the case with your name and phone number and Berklee’s address in case you become separated from it. You may wish to include “fragile” stickers on the outside of the case and a note inside the case indicating that airport security should take special care when handling the instrument for luggage inspection.

For more information on traveling to Berklee, visit berklee.edu/summer/registered-students/travel.
Health and Safety

Public Safety
Berklee’s Public Safety Department is responsible for campus safety, security, law enforcement, and emergency response on campus. It is the department’s mission to provide a comprehensive program of services to help ensure the campus remains a safe environment in which to live, study, and work. Officers are on duty 24 hours a day, seven days a week. To read more about Berklee Public Safety, please visit berklee.edu/public-safety.

Health Insurance
Though students are not required to obtain health insurance in order to attend the program, it is strongly suggested that they obtain insurance that will cover the cost of health concerns during the length of their stay in Boston. Students should be sure that their health insurance policy covers them while they are attending the program, especially if they are coming from out of state or from a country other than the United States.

Property Insurance
The college insures only its own property against loss. It does not insure nor reimburse against the loss—from any cause—of student property. It is strongly suggested that students who possess property of value insure against loss through their own insurance company. If your instrument is valuable, please make sure it is insured.

2015 Liability Waiver and Student Privacy
You accepted the terms of the 2015 liability waiver during registration. For a copy of the 2015 Summer Programs waiver, visit berklee.edu/summer/registered-students. For information regarding student privacy laws, visit berklee.edu/summer/registered-students/resources.
Services for Students with Disabilities

Accommodations are available for students with physical limitations or documented learning disabilities. Services available may include academic accommodations and referrals to on-campus support, including adaptive technology and tutoring. Students should submit documentation of a disability and the need for accommodation well before the program start-date. Accommodations in classroom teaching methods and testing cannot be offered unless appropriate documentation is on file with the college. For more information on services for students with disabilities, contact the Counseling and Advising Center at 617-747-2310 or counselingcenter@berklee.edu.

Questions?

For more information on health and safety, visit our Parent and Student Resources page at berklee.edu/summer/resources or contact the Office of Summer Programs at 617-747-2245 or summer@berklee.edu.

Contacts

Office of Summer Programs
berklee.edu/summer
summer@berklee.edu
Telephone: 617-747-2245
Fax: 617-262-5419
155 Massachusetts Avenue, 4th floor

Office of the Bursar
berklee.edu/bursar
bursar@berklee.edu
617-747-2165
921 Boylston Street, Room 242

Office of Public Safety
berklee.edu/public-safety
publicsafety@berklee.edu
Emergency: 617-747-2333
Non-emergency: 617-747-2682
155 Massachusetts Avenue, Basement

Housing Office
berklee.edu/housing
housing@berklee.edu
617-747-2292
150 Massachusetts Avenue, Room 351

Office of Admissions
berklee.edu/admissions
admissions@berklee.edu
617-747-2221
921 Boylston Street, Room 600

Berklee College of Music
berklee.edu
1140 Boylston Street
Boston, Massachusetts 02215-3693
USA