

Course Syllabus

COM 2075

Introduction to Audio Production

Spring 2020

T 3-4:50 p.m. – RLC 220 (Bresee Computer Lab)

(Version as of 01/07/20 2:00 pm)

Note: this syllabus is subject to change. Be sure to check the latest online version for the most up to date information.

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Office Hours: 10am to 4pm Monday thru Thursday (make an appointment with me).

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PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

Undergraduate Catalog Course Description:

A basic course that provides students with skills in writing and production of audio content for radio (e.g., commercials, promotional announcements, PSAs), and TV and Film (multi-track recording, mixing and sound effects). Course deals with announcing, acoustics, and microphones. Required for broadcast journalism majors and other students desiring to work at Point Radio.

This course will be taught with an eye (or ear) to understand the effects sound has on our experience of media (and life). And, conversely, how sound can be used to create/suggest effects within individuals encountering the media programming students will create. An emphasis on an understanding of the pre-cognitive/non-rational/subtextual nature of sound will be a frequent topic of discussion. The course content should be useable by all students in

relation to media consumption and construction, even if a career in this field is not contemplated.

Learning Outcomes:

By the end of this semester, you should be able to:

- Demonstrate technical skills of digital audio recording and editing.
- Correctly and creatively write and produce a radio commercial; a program promotional announcement and a seven minute podcast.
- Evidence collaborative abilities by working in an audio production team.
- Demonstrate a beginning/developing appreciation for the psychological power of sound/audio to influence emotional involvement in radio/audio/media/film programming and to be able to identify many of the techniques used to create those emotional/psychological effects.
- Demonstrate a beginning understanding of the role of the “aesthetics of narrative” as a tool for encouraging audience involvement in radio/audio programming.

Required Text:

Alten, S. R. (2012) First Edition. *Working with Audio*. Course Technology, Cengage Learning, Boston, Ma.

Course Requirements:

- All assignments must be uploaded to Canvas before the beginning of class on the dates indicated in Canvas. Audio projects must be correctly exported in MP3 format from Audition for uploading to Canvas. Assignments that are late or submitted in any other manner or format than MP3 will not be accepted and **will receive zero points**. (Note: this is the OFFICIAL policy of this professor and this course.)
- Three editing workstations, mics and headsets are available for your use in the PointRadio Studio. Because audio workstations may be shared with other classes, plan ahead and schedule production and editing time early. Editing stations are only available at posted days and times that coincide with the days and times the TV studio is open (normally: Monday thru Thursday 10 am to 11pm & 3pm to 5pm on Friday. Closed Saturday, Sunday and school holidays.). Other possible times are limited to when the library is open. There is no access to the PointStudios when the library is closed. The inability to secure equipment or editing time due to lack of planning is not an excuse for not completing an assignment. Portable digital audio recorders are also available for check-out from the TV studio across the hall.
- All students must use Adobe Audition to complete assignments in this class. Demonstrating competency in this program is part of your grade. Using other equipment or software is unacceptable and puts the quality of your productions and, thus, your grade at risk. (You should use Fission to check your projects before you turn them in.)
- Students are expected to complete assigned readings by the dates they are due and to be prepared to discuss and/or present on those topics in class. Reading quizzes will be given throughout the semester.

- Production projects may be played during class for discussion. Comments directed toward the producer should be constructive and given in a courteous manner.
- Projects are to be completed by the individual student unless indicated otherwise. Grades for projects that require teamwork will be given to the entire team and team members may be asked to grade the contribution of other members of their production team.
- Students must take both exams at the days and times listed in the syllabus.

PointRadio Participation:

- All students in this course will participate in a weekly commitment to the operation of Point Radio. You are expected to start on time, end on time and follow the format specifications for PointRadio (formerly known as KPLR). All "broadcasts" are to be recorded, trimmed, "normalized" and uploaded with clear identification for credit. You are expected to create/participate in 10 weekly "broadcasts" for minimum credit (maintenance of your course grade). If you complete fewer than 10, your final grade will be reduced depending on the number of programs produced & uploaded. More programs produced and uploaded may give you additional point value to your final grade.
- Students have the sole responsibility for their commitments to the campus radio station and will face significant penalties when those obligations are not met. On-air shifts must be covered even if the person cannot be there due to illness or extenuating circumstances. You must provide me with documentation for missing an air shift due to illness or emergency.
- The student MAY switch duties with another person in the class. However, this must be arranged a minimum of 48 hours in advance and the PointRadio manager (not the Professor) must be notified of the change prior to the person's air shift or other responsibility.
- News personnel carry the same responsibilities as on-air personalities. Contact the Station Manager before noon if you cannot participate in your air shift due to illness or emergency situation.
- Failure to cover air shifts without a documented excuse will result in a penalty of 10% off the student's final course grade for each occurrence.
- In addition to on-air work, students in this class will be asked to assist with PointRadio events. Failure to follow through on these commitments will result in a deduction of PointRadio participation points.

Attendance:

- Attendance will be taken in all classes. As noted in the university catalog, students who miss 10% of class sessions (that means 1.5 sessions) will be reported to the Vice Provost of Academic Administration. Missing 20% of class sessions will result in the student being de-enrolled from this course. This rule will be strictly enforced. Remember missing ONE session of 2075 is like missing a whole week of another class.
- The communication industry is time sensitive. Professionals in this business succeed or fail depending on their ability to meet deadlines and follow through on commitments. Now is an excellent time to develop good habits. With this in mind, students are expected to be on time to class. Entering the room after class has started is disruptive to other students and to the continuity of the session. Attendance is taken promptly at the time class is scheduled to

begin. If you are not here when I take attendance, you will be counted as late or absent unless you see me personally at the end of class. Students who are chronically late may be asked to withdraw from the class.

- Attendance in class means that you are fully attending to the course. Students, who choose to read/watch the internet, use their cell phone, text, engage in irrelevant and disruptive conversations, study for their next class, etc... will be asked to put their "extra-curricular" activities away or they may be confiscated by the professor. There are no exceptions to this policy, so please do not ask. Laptops and cell phone use are not permitted in class, unless permission is requested and received from the professor in advance. If violations of this policy are repeated, the professor will collect all cell phones at the beginning of class and return them when class is over. While in Bresee, you may use the "in class" computers for taking notes, etc. All exams and quizzes must be taken on school computers (not on laptops, cell phones or tablets).
- In the event that you miss class, you will be expected to get notes, handouts, and assignments from someone in class. (Your radio partner would be an excellent candidate.) **Do NOT ask the Professor for notes.** You are responsible for missed material and should try to make a friend or two in this class that you can count on.
- It is the student's responsibility to maintain his or her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may result in a grade of F on the official transcript.

Technology Policy

Students should only be using their laptop computers for class activities. If you are found to be doing activities unrelated to class on your laptop, the entire class may be asked to shut down their laptop computers. Cell phones are not allowed during class, except for note taking purposes. Put cell phones face down with the sound "off" for the entire class session. I often confiscate phones if I see students being distracted by them. Do not be surprised if I take your phone from you. Making audio or video recordings of class sessions are not allowed (except as directed by the instructor). Students may not mass distribute course content in any form without permission of the instructor.

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Notice to Students with Disabilities

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual learning needs of the student. This policy assists the University in its commitment to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) Act of 1990, and ADA Amendments Act of 2008, all of which prohibit discrimination against students with disabilities

and guarantees all qualified students equal access to and benefits of PLNU programs and activities.

Academic Dishonesty

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As stated in the university catalog, "Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations." Essentially, if you turn in work that is another person's work, without giving credit to the original person, it is plagiarism and is punishable by an automatic failing grade in this class (see PLNU's Academic Policies for more details). It is also possible to be expelled from PLNU if the student is found to be in the habit of dishonesty.

FERPA Policy

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by distributing all grades and papers individually. Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the "Information Release" section of the student portal. See Policy Statements in the undergrad student catalog.

Changes to Syllabus:

The instructor reserves the right to make amendments, additions or deletions to this syllabus. It is each student's responsibility to stay current and be aware of any changes. The online syllabus will be the most current.

Official Means of Communication:

The official means of communication at Point Loma Nazarene University is the "university email". Your communications MAY be informally done using texting or other methods, but those are not official. If you must communicate with the professor concerning class attendance, grading, projects, policies or any other serious school business topic you must do it by email. Other methods are NOT official.

Grading

Grades are based on the percentage system listed below. This enables students to keep track of their total score and to estimate their grade at any point in the semester.

Assignments (relative points as listed)	55%
Participation & Attendance	15%
Reading quizzes	10%

Exams (Mid-term & Final)

20%

Total

100%

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **on its scheduled day**. The final examination schedule is posted on the [Class Schedules](#)Links to an external site. site. No requests for early examinations or alternative days will be approved.

COPYRIGHT POLICY

- 1) Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.
- 2) All projects (or portions of projects) produced with PLNU owned equipment is/are owned by the University and may not be "shared" (ie. "uploaded") without permission.

Week 16 **Final Exam: Refer to Canvas Class Schedule for date, time and location of the test.**

NOTE: Please make sure your vacation travel plans accommodate your final exam schedule. All students must attend the final class session to pass this course. **There are no exceptions.**