

# Course Syllabus:

## Fall 2020 online course Com 2075

### Introduction to Audio Production

**COM 2075**

**Introduction to Audio Production**

**Fall 2020 (online course)**

T 3:00 to 4:00 p.m. – Online live Zoom Classroom

(Version "D" as of 08/05/20 4:00 pm; updated 08/19/20 4pm)

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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#### **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/produce within the Media Communication major and when they work in media in the post-university world of work. 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 five 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.)
- In an online production environment, students will need to record and edit audio remotely on either their cell phone or laptop computers using PLNU provided editing software. The software for audio editing is Adobe Audition (it is part of the Adobe “Creative Suite.” There are a number of audio recording applications (apps) on both Android and iOS smartphones. A recommended piece of software that makes for easy single track trimming and adjusting of audio files is a program from Rogue Amoeba called “Fission.” This is not absolutely necessary for audio editing, but it makes simple audio tasks easy (and the program is relatively inexpensive). The cost for the program is \$30.00.
- 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. This is recommended, but not essential.)

- 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 our regular live class meeting time. Reading quizzes will be given throughout the semester. Most assignments will be due the following Sunday night, before midnight, the week after the assignments are given in Canvas. Exceptions to this general rule will be brought to your attention.
- 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.
- All written documents are to be created and edited in Microsoft Word (do not submit documents in Apple "pages" or any other word processing format. Additionally do not submit written documents as .pdf files, either. This is the Adobe "Acrobat" format.) All written documents must be submitted with the MS (= Microsoft) .docx extension. If you do not submit "Word.docx" files for your written assignments you will lose points on the assignment.
- You may use Google Slides (or PowerPoint, for your "teaching presentations."
- Formatting your "file names" (when you turn in a word.docx or .mp3 file, for example). File names for your projects must include: 1) your last name as part of the file name; 2) a short version of the assignment name and 3) a version number for your file (ie. Usually something like this "moncauskasAuditionCompetencyVo1.mp3").
- You MUST use the forms that I provide when I provide them. They will be located in the week's assignment list. Do not write up an assignment without the use of the form provided. You will lose points if you do.
- Students must take both exams at the days and times listed in the syllabus.
- It is the expectation of the school that students will do (approximately) two to three hours of homework for every "credit hour" of class. As this is a two-unit course, you are expected to put in between four (4) and six (6) hours of homework for this class per week. Having said that, the amount of homework will vary by week. Some weeks there might not be much. The next week might be more than average. There should be an "average" of four to six hours of homework, for this class, per week.
- If and when we return to campus: 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. Closed Friday, 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.

PointRadio Participation (this is all pending as of 08/05/20):

- *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 class sessions. 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. Lessons are cumulative. That is, what you do next week will build upon what you learned to do this week. Missing class sessions will cause the student to do more work than simply attending the (online) class sessions. (Remember missing ONE session of 2075 is like missing a whole week of another class. We only meet once a week.)
- 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 online session 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 online when I take attendance, you will be counted as late or absent unless you see me individually 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 (ie. don't multitask). Students, who choose to read/watch other things on 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 singled out by the professor for disruptive/distracting behavior. There are no exceptions to this policy. Laptops and cell phone use are part of being in the online environment, but "multitasking" is myth. It is really "task-switching", and every time you switch between "tasks" you lose your place in the discussion or you will miss necessary context for completing your tasks. You will slow

- down the class and misunderstand your assignments. If violations of this policy are repeated, the professor will take appropriate action to keep the class sessions on track.
- In the event that you miss class, you will be expected to get notes, handouts, and assignments from someone in class. (Your radio partner, if you have one, would be an excellent candidate.) You may also access the recorded Zoom video that will be posted for your access. **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 appropriate action will be called for (see above). Unless you are asked to use your cell phone for a class assignment, put cell phones face down, out of reach, with the sound "off" for the entire class session. Making personal 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.

#### PLNU Zoom Etiquette for Students:

- For each class session, you should do your best to **have open both Zoom and Canvas** (do a split screen on your computer or use multiple devices). Most classes will use both online platforms during your class sessions.
  - Have a **plan for taking notes** (ideas: paper and pencil, digital notepad, Word/Pages doc). We may post recordings of our Zoom class sessions on Canvas, but you should also try to capture your thoughts and questions in the moment.
  - Try to log online to our class meeting from a **quiet, distraction-free environment**. We have little time together; let's try to maximize it!
  - **Avoid multitasking.** You'll retain the discussion better if you refrain from replying to emails or text messages during the class meeting.
  - Keep your **audio on mute** until you want to speak. We must work together to limit background noise wherever possible.
- When you are speaking, let others know that you are finished by saying something like, "That's all," or "I'm done," or "Thank you," so that everyone knows you have finished your comments.
- If possible, enable your **video** so that we can see you and connect with you. There are times when you may need to disable video (for instance, in order to minimize the activity on your internet connection or if there is a lot of activity going on in your video). If you are able to turn on your video, please limit the distractions and treat this Zoom meeting in the same way you

would if you were sitting in class. Eating, talking to others off screen, playing with pets, etc. can be very distracting.

- Be aware of your surroundings. Your professor and classmates can also see BEHIND you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. While it is not necessarily the best choice to attend class from your messy bedroom, it may be the only place you can find peace and quiet away from roommates or family members. If that is the case, you can employ a [Virtual Background](#) to hide what you don't want to be seen.
- Many of you are probably used to the **chat feature** on Zoom. However, here is a little primer: On the bottom of the Zoom window, click on "Participants" and "Chat." Two pop-up windows will open on the right side of your screen.
  - When you want to speak, use the "Raise Hand" feature (on the bottom left of the Participants window). Be sure to unmute yourself to talk.
  - If for some reason the professor does not see your hand raised, please feel free to unmute your mic to interrupt.
  - Use the Chatbox to make a point or ask a question. Remember that Chat is public, and may be recorded, and archived.
- Finally, with regard to your **appearance on Zoom**, remember that even though you may be alone at home, your professor and classmates can SEE you! While attending class in your pajama bottoms is a tempting option, you'll want to make sure that you are presenting yourself in a professional manner. Put on a clean shirt. Brush your teeth. Wash your face.

#### 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 catalogue.

#### State Authorization

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.

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#### 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. If substantial changes are made to the syllabus you will be notified.

#### 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%
<b>Total</b>	<b>100%</b>

### **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 14/15 (?): 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.**