

**Communication Studies Department  
COM4035 Advanced Audio Production  
Spring 2022**

W 2:00-2:50 p.m. – LW 220 (Bresee Computer Lab)  
(Version 02 as of 01/04/22; 4:00pm)

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Learning Outcomes:

By the end of the semester, students will:

- Improve their skills with audio editing and the use of microphones in a number of different settings and situations.
- Demonstrate abilities in creative audio production by writing, designing and producing professional quality podcasts and other audio productions.
- Conceptualize a philosophy at the intersection of: 1) creativity; 2) Christian faith; 3) audio production and 4) technology.

Required Text:

TBD

General Course Requirements:

- Students enrolled in this course will commit to producing and performing a variety of types of audio production including podcasting, audio/sound layering, sound design, creating music with computer-based music creation software, remote broadcasting, and recording audio interviews. No one is expected to do everything, but everyone is expected to do a variety of projects.
- Grades are based on the completion of class assignments, meeting deadlines and the quality of their productions.
- Grading for all projects will be qualitative. Projects that receive below average grades (C-) must be improved or no credit will count towards class grades.
- All assignments must be submitted to Canvas before the beginning of class on the date indicated. Assignments that are late or submitted in any other manner than noted above will be reduced by 25% per day late and after one week will receive zero points. Written assignments must be typed, double spaced; 12-point type, 1-inch margins. Grammar, sentence structure, format, and spelling will be included in the grading of all written work. ALL written work must be produced in Microsoft Word (no other formats accepted. NO .pdf files. NO Apple Pages documents.)
- Production plans are due the Monday prior to scheduled shows to allow for feedback. Monday shows/productions are due on Thursday prior to the production. Team members will receive the same score for show plans.
- Production, self-critique and writing projects are all individual work. Talk shows are team efforts, but critiques must be written and submitted by each individual student.
- Three editing workstations and microphones are available for your use on a reserved basis in the Radio Station. Additional editing stations are available in the TV station during studio hours. Because audio workstations are 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 Radio and TV stations are open. 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 available for check-out from the TV studio. Use the sign-up sheets on the bulletin board in the hallway outside the TV studio (across from PointRadio) for scheduling editing time and for reserving mics, headphones, portable recorders and other miscellaneous recording equipment.
- Reserve equipment in the manner prescribed by the TV & Radio studios.
- Student projects will be played in class for group discussion and shared with future classes as examples.

#### Attendance:

- Attendance will be taken in all classes. For purposes of grading in this class, students will be allowed absences (for any reason) equal to one week's class sessions.
- As noted in the university catalog, students who miss 10% of class 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. Missing two classes puts you OVER the 10% threshold. Missing three classes puts you AT the 20% threshold.
- The communication industry is time sensitive. Professionals in this business succeed or fail depending on their ability to meet deadlines and follow through on their commitments. Now is an excellent opportunity to develop good habits. With this in mind, students are expected to be on time to class and to turn assignments in "on-time/on-deadline."
- Attendance in class means that you are fully attending to the course. Students, who choose to use their cell phone, engage in irrelevant and disruptive conversations, study for their next class, etc... will be counted as absent for that day. There are no exceptions to this policy, so please do not ask.
- In the event that you miss class, you will be expected to get notes, handouts, and assignments from someone in class. **Do NOT ask me 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. All relevant assignments & information can be found on the Canvas page for this class by semester week.
- 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

Personal computers are permitted for taking notes. The use of cell phones in class is conditional on their use being relevant to the class. If students abuse this allowance, disciplinary action will be taken. Making audio or video recordings of class sessions are not allowed. Students may not mass distribute any course materials or content in any form (print or online) without permission of the instructor.

#### 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) and possible expulsion from PLNU. It is better to take a bad grade than to get caught cheating.

### 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.

### Grading

PLNU expects that you will spend a minimum of between two and three hours outside of class for every credit hour of class. That means, since this is a one-unit class, that you will spend about 2.5+ hours per week, each week, working on the project assignments for this class. The amount of time spent on a project does not correspond to the grade given. In order to receive an “A” or a “B” in this course, all the projects in this course must be turned in on-time and of high quality. Often, first drafts of projects are expected. Most of the work for a project should be evident in the “first draft.” If the first draft is shoddy, that usually means that not enough time was given by the student for the work to be of high quality. Grades will reflect the quality of the work completed by each student. Since this is a creative class, and projects will be of variable length and complexity, grading will reflect the quality and timeliness of each project result. These scores will be added together at the end of the semester and then averaged to give a resulting grade.

The scoring will be as follows for each assignment:

- 100% to 90% = A
- 89.9% to 80% = B
- 79.9% to 70% = C
- 69.9% to 60% = D
- Below 60% = F