

**Broadcast Writing & Reporting**  
**BCMN 2347-001**  
**The University of Texas at Arlington**  
Fall, 2019

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**Course Description/Goals**

This course is designed to provide you with a foundation for broadcast writing that will carry you through your radio/TV career. You will learn how to write for the ear, how to conduct interviews, and how to use and edit sound and you will practice these skills throughout the semester.

**Learning Outcomes**

- \* Students will be able to write factually and conversationally.
- \* Students will be able to distinguish between passive and active voice.
- \* Students will learn how to conduct broadcast interviews.
- \* Students will be able to how to record and edit high-quality audio.
- \* Students will be able to use standard broadcast production equipment.

**Textbook and Materials**

*Broadcast News & Writing Stylebook*, 6<sup>th</sup> Edition, R. Papper.  
(Required)

**Attendance/Drop policy**

Regular class attendance is necessary to keep up with assigned readings, lectures, and assignments. Instructor takes attendance. Excessive class absences or lateness will result in lower grades.

Lateness (particularly when it is habitual) is disruptive to the entire class.  
You are considered late if you are not in the room when class begins.

It is the student's responsibility to drop or add the class—not the faculty or staff's.

## Assignments and Projects

**Equipment:** We have audio recorders available for you to check out and computers available for your use in the radio lab. We use Adobe Audition for audio editing. You must use proper time management to complete projects by deadline.

**Projects:** You will complete three major audio stories during the semester. Assignments are due on the time and date listed. Failure to meet a deadline will result in a 5-point deduction per day the project is late. In addition, we will have numerous writing assignments during the course of the semester.

**Some or all of your projects will be played in class so you can learn from each others work.**

## Exams and Grading

All projects and exams will be weighted equally. There will be two exams – a mid-term and a final. Each exam may contain multiple choice, true/false, fill-in-the-blank, matching and short answer. Points will be deducted for being late and/or missing class. Each exam is worth 100 points. There will be no make-up exams.

The best predictor of a good grade is regular attendance in class and reading of the assigned material. The responsibility to keep track of grades is yours. Do not ask me to e-mail you your grades.

### Grade scale:

90 – 100 **A**  
80 – 89 **B**  
70 – 79 **C**  
60 – 69 **D**  
0 – 59 **F**

### Grading Percentage:

3 audio stories  
Midterm exam  
Final exam  
Writing Assignments/quizzes  
Attendance and participation  
**= Average (sum of grades/7)**

You are expected to be on time for each scheduled exam. Be aware that no one will be allowed to take the exam after one of your classmates has completed the exam and left the room. If you miss a class, get notes and any handouts from your classmates.

## Computing

Most computer problems are fixed with the proper settings or rebooting. Before you ask for help check all your settings and reboot the computer. A folder has been setup for you to turn in your projects. On campus, go to Internet Explorer and type <\\departmentfs\\files>. Then click on the BCMN 2347 folder for this class. Drag your project file and release it into this folder. You should check the folder after uploading to make sure it was successful. The file size will not match exactly, but should be reasonably close. Please save a backup copy on your own removable drive.

FYI: most audio files will be a few megabytes and video files are huge. For example, a 30 second audio file should be a bit over 5 megabytes. A 30 second video file should be a bit over 100 megabytes. To access either of these servers you must know your network ID and password. Sound files created in the audio production room must be saved as .wav files. **Do not** save in any other format.

To move files between computers, you may:

1. Upload the file to your folder on <\\commfs\\files>
2. Email it to yourself using your UTA email
3. Save it to your external hard drive

Every day, the computer hard drives are cleaned. Files stored on the :C drive will be removed. You must save your projects to your network folder or save on a removable hard drive to insure the files will be available when you need them.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wwwb.uta.edu/ses/fao>).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal

opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** At UT Arlington, academic dishonesty is completely unacceptable and will not be tolerated in any form, including (but not limited to) "cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (UT System Regents' Rule 50101, §2.2). Suspected violations of academic integrity standards will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to [resources@uta.edu](mailto:resources@uta.edu), or visiting [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no

additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.