**Radio Production 1**

**BCMN 2357-002**

**The University of Texas at Arlington**

Spring 2016

MWF 10 – 10:50am

**Instructor**: Lance Liguez

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 **Office Hours:** M, W: 8:30-9:45am

**Faculty Profile**: <https://www.uta.edu/mentis/profile/?4028>

Read this syllabus **CAREFULLY**. Ignorance of the policies of the class **is not** an acceptable excuse.

**Textbook and Materials**

*Modern Radio & Audio Production*, (10th Edition) Hauseman, Messere, Benoit, and O’Donnell, 2016. ISBN: 978-1-305-07749-2 (Required)

**\*NOTE\*** It will be hard to pass the class without attending class and reading the assigned readings.

Class lectures will not cover everything in the assigned readings. You are still responsible for reading and learning the material.

**Course Description/Goals**

This course is designed to provide you with a fundamental background of radio broadcasting. The course covers techniques of announcing, interviewing, writing, programming, audio production, audience analysis, and job opportunities. You’ll learn how to edit audio for broadcast. At the end of the course, you should know how to properly prepare and deliver news and information for radio.

**Learning Outcomes**

\* Students will be able to host a radio show using standard on-air equipment.

\* Students will be able to describe key radio production and programming concepts.

\* Students will be able to produce basic radio sweepers, PSA’s, and commercials.

\* Students will be able to use standard broadcast production equipment.

**Attendance/Drop policy**

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I take attendance daily.

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. Being late will result in 2-point deduction in your participation exam (see below) for each violation.

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

**Assignments and Projects**

**UTA Radio:** Each student must schedule and complete a one-hour radio shift each week during the semester. I will try to conduct air-checks during the semester. The object of these air-checks is not to grade you, but to help you improve your on-air performance.

**Equipment:** We have a number of computers available for your use in the radio lab, so there are plenty to go around. We use Adobe Audition for audio editing. You must use proper time management to complete projects by deadline.

**Projects:** You will complete three major projects during the semester: production of a sweeper (a UTA Radio promo), PSA (:60 and :30), and a commercial. 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.

**Some or all of your projects will be played in class.**

**Expenses:** You must purchase a portable hard drive or thumb drive, with AT LEAST 2GB in capacity. A pair of headphones will also be helpful.

**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. In addition, your participation in class and at UTA Radio will constitute a third exam. Points will be deducted for being late and missing airshifts (2 points for each violation). Each exam is worth 100 points. There will be no make-up exams.

**There is no extra credit.** The best predictor of a good grade is regular attendance in class and reading of the assigned material. I do not post a cumulative list of grades at the end of the semester. The responsibility to keep track of grades is yours.

**Grade scale: Grade Percentages**

90 – 100 **A** 3 Projects

80 – 89 **B** 2 Exams

70 – 79 **C** Attendance Exam

60 – 69 **D Points/6 = Grade**

 0 – 59 **F**

**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.

**You cannot pass this class if you do not complete all of the assigned projects**

**and complete your air shifts.**

**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\COMM. Then click on BCMN 2357-002. With this window, 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.

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 \\departmentfs\COMM

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.

**Student Support Services**: The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

**Academic Integrity**: It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is 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." (Regents’ Rules and Regulations, Series 50101, Section 2.2)

**UT Arlington Honor Code:** I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will only submit work that I personally create or contribute to group collaborations, and reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code

**Drop Policy**: It is the responsibility of the student to initiate the drop policy. Students need to go to his/her "major" department to drop a class For example, if you are a HISTORY MAJOR, and you want to drop a MATH class, you need to go to the HISTORY DEPARTMENT to drop your class. This is a new rule as of summer 2006.

**E-Culture Policy:** The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email. All students are assigned an email account and information about activating and using it is available at www.uta.edu/email. Students are responsible for checking their email regularly. Only e-mail sent by students from a valid UTA e-mail address will be considered official.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located around the corner by the front office. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Disability Accommodations: UT** 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), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD).** Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364.

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

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.

**Title IX:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://www.uta.edu/hr/eos/index.php). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).