

**Syllabus**  
**COM 312—Radio Production and Programming**

Instructor: To be announced  
Office Hours: To be announced  
Office Telephone: To be announced  
E-mail: To be announced

**PREREQUISITES:** COM 200, COM 201, COM 207

**COURSE DESCRIPTION:**

The course is designed to provide students with an insight into the skills, tools, and influences placed upon programmers in the fields of radio, television, and cable. Specifically, it will focus on the operation of radio technology and the production of radio programs. It provides students with an opportunity for practical experience with university radio station.

**REQUIRED TEXT:**

Abbott, Chris. (2005). *Ten Minutes to the Pitch*. Los Angeles: Tallfellow Press.

**COURSE OBJECTIVES:**

Upon completion of this course the learner will be:

- a. operating a multi-channel radio mixing board.
- b. editing audiotape.
- c. properly operating microphones, tape decks, CD players/recorders, cart machine
- d. writing and producing radio spots
- e. writing and producing a personal radio “think-piece”
- f. writing and producing an effective short radio news story

**COURSE REQUIREMENTS**

Writing projects  
Production projects  
Mid-term Exam  
Final Exam

<b><u>PERCENTAGES</u></b>	<b><u>Final</u></b>
Writing	20%
Producing	20%
Midterm Exam	30%
<u>Final Exam</u>	<u>30%</u>
Total	100%

## **GRADING SCALE:**

Assignments and test scores will count toward a final score for the course in this way:

A (100-97), A- (96-93), B+ (92-89), B (88-85), B- (84-81), C+ (80-77), C (76-73), C- (72-69), D+ (68-65), D (64-61), F (60 and under).

## **LATE WORK/MISSED QUIZZES AND EXAMS:**

Without a valid written excuse (see attendance policy), missed tests, quizzes, exams and in-class assignments may or may not be rescheduled depending on the particular situation. With a valid excuse, the quiz, exam, or assignment, or an equivalent assignment, will be given. Late papers, assignments, and take-home tests will be docked.

## **Attendance Policy:**

Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard.

For control of absences, the faculty adopted the following regulations:

1. Four absences may result in automatic failure in the course.
2. Three tardy arrivals may be counted as one absence. The student is considered late if they arrive 5 minutes after the posted class time.
3. Absences will be counted starting with the first day of class or the first day the student is registered for the class, but not later than the deadline for adding or dropping a class.
4. In case of illness, death in the family, or other extenuating circumstances, the student must present documented evidence of inability to attend classes to the Vice President for Student Affairs and Enrollment Management. However, in such cases the student is responsible for all the work missed during those absences.
5. Departments offering courses with less than full-course credit will develop and submit to the Vice President for Student Affairs and Enrollment Management a class attendance policy in keeping with the above.
6. Students representing the University in athletic events or other University sanctioned activities will be excused from class (es) with the responsibility of making up all work and examinations. The Registrar will issue the excused format to the faculty member in charge of the off-or on-campus activity for delivery by the student (s) to their instructors.

See "Class Attendance" under "General Academic Regulations" in the *Lincoln University (PA) Bulletin 2003-2006*, pp. 60-61. Also located on Lincoln's website as an Adobe© PDF file.

<http://www.lincoln.edu/registrar/catalog>

## **Statement on Academic Integrity: (Lincoln University Policy)**

Students are responsible for proper conduct and integrity in all of their scholastic (*and creative*) work. They must follow a professor's instructions when completing tests, homework, (*projects*), and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is therefore expected of all students. Each student has the responsibility to submit work that is uniquely her or his own. All of this work must be done in accordance with established principles of academic integrity

### **Acts of Academic Dishonesty (cheating):**

Specific violations of this responsibility include, but are not limited to, the following:

- a. Copying, offering and/or receiving unauthorized assistance or information in examinations, tests, quizzes; in the writing of reports, assigned papers, or special assignments, as in computer programming; and in the preparation of creative works (i.e., music, studio work, art).
- b. The fabrication or falsification of data, results, or sources for papers or reports.
- c. The use of unauthorized materials and/or persons during testing.
- d. The unauthorized possession of tests or examination.
- e. The physical theft, duplication, unauthorized distribution, use or sale of tests, examinations, papers, or computer programs.
- f. Any action which destroys or alters the work of another student.
- g. Tampering with grades, grade books or otherwise attempting to alter grades assigned by the instructor.
- h. The multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor.

### **2. Plagiarism**

If a student represents "another person's ideas or scholarship as his/her own," that student is committing an act of plagiarism. The most common form of plagiarism among college students is the unintentional use of others' published ideas in their own work, and representing these ideas as their own by neglecting to acknowledge the sources of such materials. Students are expected to cite all sources used in the preparation of written work, including examinations.

It is each student's responsibility to find out exactly what each of his/her professor's expects in terms of acknowledging sources of information on papers, exams, and assignments. It is the responsibility of each faculty person to state clearly in the syllabus for the course all expectations pertaining to academic integrity and plagiarism. Sanctions peculiar to the course should also be explained in the syllabus.

### **3. Sanctions**

A. Warning: A written notice that repetitions of misconduct will result in more severe disciplinary action. The warning becomes part of the student's file in the Office of the Registrar, and, there is no other example of misconduct, is removed at the time of graduation.

B. Failure for project (exam, paper, examination).

C. Failure of course. For serious and repeat offenses, the University reserves the right to suspend or expel.

Imposition of Sanctions:

First Offense -- A and/or B

Second and Subsequent Offenses -- B or C

Expectations and sanctions will be explained in every syllabus. Students failing a course because of an instance of academic dishonesty may not drop the course. The student may appeal a charge of academic dishonesty within ten days of receiving notice of same. An Academic Hearing Board (AHB) consisting of the chairs of each division of study (or their designees) will hear the appeal. Files on violations of this academic integrity code will be kept in the Office of the Registrar.

See “Academic Organization, Curriculum, and Regulations”/ “Academic Integrity” in the *Lincoln University (PA) Bulletin 2003-2006*, pp. 55-56. Also located on Lincoln’s website as an Adobe© PDF file. <http://www.lincoln.edu/registrar/catalog/>

### **COURSE SCHEDULE:**

**Week 1** - Introduction to course, distribute syllabus, crews and labs. Equipment overview. Assign Project #1.

**Week 2** - Introduction to radio lab equipment.

**Week 3** - Review of lab demo, mic and line mixing, recording. Review of sample tapes and scripts

**Week 4** - Introduction to audio editing. Project #1 due. Assign Project #2. Commercials.

**Week 5** - Audio boards, tape, digital media. Return Project #1. Introduction to Cool Edit Pro/Adobe Audition software

**Week 6** - Audio editing demos.

**Week 7** - Review of digital editing. Project #2 due. Assign Project #3. Concept to completion. Stephen King.

**Week 8** - Return Project #2. Radio commercials and PSA’s. Writing the script. Samples of humorous radio spots. **Midterm Exam**

**Week 9** - Guest Speaker, Radio Personalit, How To Organize Talk Show Host

**Week 10** - Intro to news & documentary programming. Recording in the field. Project #3 due. Assign Project #4. Interviewing.

**Week 11** - Practice news actualities. Return project #3.

**Week 12** - News actuality gathering and production techniques. Analysis of sample radio documentaries and news.

**Week 13**        Advanced Cool Edit Pro

**Week 14**        Other radio forms: radio drama. Project #4 due. Announcing. The radio air check demo.

**Week 15**        Other radio forms: radio comedy. Course evaluation. Return Project #4, play samples. Course wrap-up.

**Week 16:**        Final Exam