

9-2013

JRNL 140A.01: Introduction to Radio/Audio Production

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Recommended Citation

Ekness, Raymond G., "JRNL 140A.01: Introduction to Radio/Audio Production" (2013). *Syllabi*. 159.
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Journalism 140a
Introduction to Radio/Audio Production
Autumn Semester 2013

Mondays and Wednesdays from 12:40-2:00pm
Don Anderson Hall Room 316
(Subject to Change)

Instructor

Professor Ray Ekness
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Don Anderson Hall 402 (Office hours M & W 8:30-9:30am or by appointment)
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Course Description

This course will provide an introduction to the basic concepts of audio as a communication medium. Students will receive practical experience and basic knowledge of audio production, including the principles of sound, announcing, scriptwriting, microphone technique, board operation, storytelling, program production, leadership and organization. Students are encouraged and expected to incorporate their own creative and aesthetic ideas with the parameters of various audio segments and programs. All program material produced for this class **must** be able to be aired on a FCC regulated radio station.

Course Objectives

- To think critically and creatively
- To critically evaluate work and appropriate audience
- To use appropriate tool and technology
- To learn about the process and techniques of producing, writing and telling stories, segments and programs from the context of today's audio industry.
- To learn and obtain "hands on" experience working with audio technology and software used in the audio industry.
- To produce several different audio stories, segments and programs.

Textbook

There is no textbook for this class. Exams will be based on material covered during lectures and labs.

Lectures, Labs & Studio Time

This course consists of lectures and labs. The lectures will be held in DAH 316. The hands-on lab sessions will be held in the student audio production studios in DAH 307-311.

Checkout (Also see attached sheet on checkout procedures and penalties)

- Students will also be required to complete productions outside of the scheduled class times. In order to do so, the studio facilities are available for "checkout." A schedule of available times is on the clipboard outside each studio door.
- You can sign-up to use one of the production studios for a **maximum of four half-hour sections (two hours) per day and maximum of six hours per week**. In class, we will go over the way to reserve the equipment and studios.
- Digital audio recording units are available for use. You will be assigned (as part of a team) an audio recorder by your instructor.
- Do not expect to always get the equipment at the exact time you need it. Always have a secondary plan. And always start early. You will be given more than enough time to finish an assignment. If you wait until the last minute, you may not get equipment or studio time.
- Be careful with all equipment you use either in the studio or in the field. Don't leave any equipment in your car or anyplace it could be stolen. Do not lose your temper and take it out on the equipment. Problems will happen, whether you're at the network level or in college.

Everything breaks down eventually. Batteries quit and computers don't always work. Be patient and learn to solve problems on your own.

- **You are financially responsible for any lost, stolen or damaged equipment.**

Access and Security

- You will be able to access Don Anderson Hall anytime using your Griz Card swipe near the main entrance. **Each person entering MUST SWIPE THEIR OWN CARD.** Do not allow classmates, friends or anyone else to enter with your card.
- You will also be given a key code for access to DAH 307-311. You will have a punch code unique from everyone else's. **DO NOT SHARE THIS CODE.** If someone else enters under your code or swipe, **YOU WILL BE RESPONSIBLE FOR ANY DAMAGE OR THEFT.**
- **We expect and need you to assist in building security. If you see anything suspicious contact a faculty member or CALL PUBLIC SAFETY!**
- Only Journalism/RTV students are allowed to use our labs. It's up to you to help us protect our equipment and facilities.
- For after hours access to Don Anderson Hall, complete and submit this form online: <http://jour.umn.edu/after-hours/> by Friday, September 6th. Complete only one request form per semester – be sure to list all courses you are taking. Door codes to DAH 114 and the audio studios in DAH 307-311 will be assigned and provided to you via email. This request will also activate your Griz Card for the front door of DAH. Codes will remain active until the last day of the semester. You will not have 24/7 access to other areas of Don Anderson Hall. Any students who do not submit a form by Friday, September 6 will not have access. **NO EXCEPTIONS.**

Studio and Labs

All control rooms and studios must be cleaned and everything put away or thrown away at the end of each class or in-studio lab. Anything you bring into the classroom, you must take with you out of the studio. No food or drink is allowed in any audio suites. Please clean up your areas. Please log off computers when you are done working on a workstation.

Equipment Needed

- Data storage device (for backup)
- A headset with both 1/4" phone and 1/8" mini plug connectors (required)

Grading

You will receive a personal critique, a class-wide critique and a grading/critique sheet following every assignment. You will be graded on a variety of different criteria and receive a grade for your work:

<i>Assignment</i>	<i>Points</i>	
Announcing/Pronunciation	100	FINAL GRADES (Plus/Minus grading in effect) A = 1860-2000 (93-100%) A- = 1800-1859 (90-92%) B+ = 1760-1799 (88-89%) B = 1660-1759 (83-87%) B- = 1600-1659 (80-82%) C+ = 1560-1599 (78-79%) C = 1460-1559 (73-77%) C- = 1400-1459 (70-72%) D+ = 1360-1399 (68-69%) D = 1260-1359 (63-67%) D- = 1200-1259 (60-62%) F = 1199 and Below (Below 60) <i>(You need a C or better in all RTV and JOUR practice classes to continue into the professional program.)</i>
Radio Announcing Break	100	
Editing Assignment	100	
Commercial Production	100	
Radio Team #1	100	
Radio Individual #1	100	
Radio Team #2	100	
Radio Individual #2	100	
Radio Team #3	100	
Radio Individual #3	100	
Sound Story	100	
Music Profile	200	
Final Project	300	
Exam #1	100	
Exam #2	100	
Attendance/Checkout	200	
Total	2000	

Deadlines

Deadlines are very important in broadcasting. All assignments must be handed in on time. Penalties will be assessed for late work. **Ten percent of the total points will be deducted for each day your project is late.** No assignments will be accepted later than **ONE WEEK AFTER THE DEADLINE.**

Diversity Initiative

The School of Journalism has undertaken an initiative to create opportunities for students to tell stories of more varied and diverse groups of people. You will need to integrate one of these groups into one of your final two audio assignments. We will discuss the groups of people and some possible story ideas during the preparation of the assignments.

Academic Honesty

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at

http://life.umt.edu/vpsa/student_conduct.php.

Attendance Policy

Attendance is mandatory. This is a building-block class. If you miss even one class, you are likely to miss something that could seriously hurt your performance on current and future assignments. One hundred points will be deducted for each class you miss. Excused absences must be documented by the instructor.

Same Work for Multiple Classes in J-School

You may not submit for this course any assignment that has previously or will be concurrently submitted for another class unless you receive prior approval from the professor for this course. To do so without permission will result in an "F" for the assignment and could result in an "F" for the course.

Accommodations for Students with Disabilities

This course is accessible to and usable by otherwise qualified students with disabilities. To request reasonable program modifications, please consult with the instructor. Disability Services for Students will assist the instructor and student in the accommodation process. For more information, visit the Disability Services website at www.umt.edu/dss/.

After Hours Access: For after hours access to Don Anderson Hall, complete and submit this form online: <http://jour.umt.edu/after-hours/> by Friday, August 31. Complete only one request form per semester – be sure to list all courses you are taking. Codes will remain active until the last day of the semester. Any students who do not submit a form by Friday, September 7, will not have access – no exceptions. ****VERY IMPORTANT****

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Monday, August 26th Course Introduction, Syllabus and Tour	Wednesday, August 28th Introduction to Audio and Radio Announcing Assignment-Personal Story
Monday, September 2nd NO CLASS-Labor Day Holiday	Wednesday, September 4th How Stuff Works (Board, Recording on Adobe) Assignment-Record Personal Story
Monday, September 9th How Stuff Works (Editing on Adobe Audition) DUE-Personal Story Recording Assignment-News Reading	Wednesday, September 11th Personal Story/Listen DUE-News Reading/Listen
Monday, September 16th Examples-Using nat sound and descriptive writing Assignment-Classical Composers Announcing	Wednesday, September 18th DUE-Classical Composer Exercise/Listen What makes a Radio Break? Assignment-Announcing a Radio Break
Monday, September 23rd Exam #1 DUE-Announcing a Radio Break/Listen Assignment-Haunted House	Wednesday, September 25th Assignment-Radio Shows Job Descriptions and responsibilities Programming a Radio Station
Monday, September 30th Writing Radio Commercials DUE-Haunted House/Listen Assignment-Commercial Writing	Wednesday, October 2nd DUE-Commercial Writing Commercial Presentations Assignment-Produce the Commercial
Monday, October 7th DUE-Produce the Commercial/Listen Final Prep for first radio show	Wednesday, October 9th KWWW On-the-Air
Monday, October 14th KYYY On-the-Air	Wednesday, October 16th KZZZ On-the-Air
Monday, October 21st Review Descriptive Writing in Radio Listen to Sound Story Examples Assignment-Sound Story Production	Wednesday, October 23rd Listen to Music Profiles Examples Assignment-Music Profiles
Monday, October 28th DUE-Sound Story/Listen Final Prep for next radio shows	Wednesday, October 30th Special Halloween Presentation
Monday, November 4th KYYY On-the-Air	Wednesday, November 7th KZZZ On-the-Air
Monday, November 11th NO CLASS-Veterans Day	Wednesday, November 13th KWWW On-the-Air
Monday, November 18th DUE-Music Profiles/Listen Assignment-Final Project	Wednesday, November 20th Exam #2 Art of Radio Discussion/Examples Final Prep for next radio programs
Monday, November 25th KZZZ On-the-Air	Wednesday, November 27th NO CLASS-Thanksgiving Holiday Break
Monday, December 2nd KWWW On-the-Air	Wednesday, December 4th KYYY On-the-Air
Finals Week—No Class Meeting Thursday, December 12th at 5:00pm DUE-Final Projects	<i>HAVE A MERRY CHRISTMAS, HAPPY NEW YEAR AND GREAT WINTER BREAK!</i>