

COURSE SYLLABUS

Comm 352 Producing Audio Non-Fiction
Spring Semester 2018

Professor Mark Tolstedt

Comm Arts Center Room #228

346-3920

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Office Hours:

Tuesdays & Thursdays: 9-10:15AM

Wednesdays: by appointment

Course Description:

This course explores the audio production of non-fiction content. Part of the class devotes time to the understanding and production of “traditional” radio news. The remaining part of the class looks at the form, shape and structures of non-fiction produced using the NPR/Third Coast style of audio journalism. This is also a “hands on” course: students are expected to produce their own content .

Course Objectives:

--demonstrated ability to produce radio journalism

--demonstrated ability to produce non-fiction audio content using the the NPR/Third Coast style.

Course Format:

The class meets on Mondays from 8AM to 9:50AM in CAC 315. For the first two weeks of the semester, the class meets on Wednesday mornings at 8AM in CAC 126. From weeks three through nine, Wednesday mornings are devoted to individual appointments, which will be held in CAC 126.

This course also utilizes D2L for content delivery and assignment postings. I expect that you are familiar with D2L. If you are not, you need to work through the D2L Resources Guide, in the Student Resources section on the D2L home site which you can reach via the D2L link in the academic portion on your MyPoint page.

Equipment and Studio Access:

Student Access to CAC 126:

- 1) You will need to use CAC 126 outside of scheduled class time to complete assigned work for this class. To gain access:
- 2) Check the EMS to see if the room is available on the date and at the time(s) you want.
 - a.

- b. Go to the tab at the top, then browse and search either by building or reservation book. Use the filter button on the right to search.
 - c. <http://campusreservations.uwsp.edu/>
- 3) If the room is available when you want it, contact Michelle Herman in CAC 225 and request the reservation.
 - a. mherman@uwsp.edu
 - b. Please limit your request to no more than a two-hour block in a single day.
 - c. Please try to give Michelle 24 hours to process the request.
- 4) Assuming you receive confirmation from Michelle, contact your Professor for the code to the lockbox, which is on the door to CAC 126. The key is in the lockbox.

Olympus Recorders at Help Desk: the Help Desk (LRC 023) has several small, digital audio recorders available for check out. You will need your student ID card to check out one of the recorders. Unfortunately, you can not “reserve” a recorder in advance so PLAN AHEAD. Your course instructor also has several recorders that you can check out.

SD Cards: It is recommended that each of you have a SD card (16GB, Class 10) to use in the recorders and to store you finished productions.

Textbooks:

Mark Kramer and Wendy Call, Telling True Stories: A Nonfiction Writers' Guide, New York: Plume Books, 2007.

Jonathan Kern, Sound Reporting: The NPR guide to Audio Journalism and Production, Chicago: University of Chicago Press, 2008.

Grades:

Final grades for this course are determined by student's performance in several areas: examinations, a series of recorded readings, an edited newscast, and a produced short form audio documentary.

Point totals:

Wednesday Stories: 7 @ 5 Points	35 Points
Edited Newscast:	15 Points
Midterm Examination:	50 Points
Short Format Audio Documentary	50 Points
Final Examination	50 Points
Total:	200 Points

Grading Scale:			Point Totals:
95%+	=	A	190-200
94%	=	A-	188-189
93%	=	B+	186-187
87%-92%	=	B	174-185
86%	=	B-	172-173
85%	=	C+	170-171
77%-84%	=	C	154-169
76%	=	C-	152-153
75%	=	D+	150-151
71%-74%	=	D	142-149
0%-70%	=	F	0-141

Instructor's Policies

Preparedness: Class participation is vital. If you don't come prepared, you'll just be bored and/or confused. If you haven't done the readings, you'll just be bored and/or confused. And if you are bored and/or confused, you'll end up wondering why you aren't learning anything from the course. **IN THE END, YOU ARE RESPONSIBLE FOR YOUR EDUCATION.**

I will be using email to contact you individually as needed. I will be posting updates and other information to the news item area of the D2L site for this class on a regular basis. It is expected that you monitor D2L for this class on a regular, if not daily, basis.

Dates due are deadlines:

-I will allow you to reschedule the date and time **ONLY** for reasons related to a death in the family, a conflict with another university activity, or a significant illness. In all cases, you must inform me in a timely fashion; in advance of the schedule work. Please note: I may very well refuse to allow you to reschedule the date and/or time.

-Please refer to the schedule in the course syllabus **AND** to the calendar in D2L for due dates and times.

Attendance is Required: I will take attendance every class session. For every three (3) classes that you miss, your final grade will be reduced by a full letter.

Academic dishonesty: Using material from another source (book, journal, internet site, a faculty member, another student, etc.) without proper acknowledgment is not acceptable. Period. The University has policies that govern academic dishonesty. You should be familiar with them. You will find a statement of my views on plagiarism appended to this course syllabus. If you violate these policies on any of your course work, you will receive a grade of **Fail** for that

assignment/exam. You may also receive a grade of **Fail** for the class and be subject to University procedures on academic dishonesty. **YOUR WORK HAS TO BE YOUR OWN.**

Community Bill of Rights and Responsibilities:

UW-Stevens Point values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to success, we have developed a set of expectations for all students and instructors. This set of expectations is known as the *Rights and Responsibilities* document, and it is intended to help establish a positive living and learning environment at UWSP. Read more here: <http://www.uwsp.edu/stuaffairs/Pages/rightsandresponsibilities.aspx>

Academic integrity is central to the mission of higher education in general and UWSP in particular. Academic dishonesty (cheating, plagiarism, etc.) is taken very seriously. Don't do it! The minimum penalty for a violation of academic integrity is a failure (zero) for the assignment. For more information, see the UWSP "Student Academic Standards and Disciplinary Procedures" section of the *Rights and Responsibilities* document, Chapter 14, which can be accessed here: <http://www.uwsp.edu/stuaffairs/Documents/RlghtsRespons/SRR-2010/rightsChap14.pdf>

Assistive Accommodations

The Americans with Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities.

For more information about UWSP's policies, check here:

<http://www.uwsp.edu/stuaffairs/Documents/RightsRespons/ADA/rightsADAPolicyInfo.pdf>

If you have a disability and require classroom and/or exam accommodations, please register with the Disability and Assistive Technology Center and then contact me at the beginning of the course. I am happy to help in any way that I can. For more information, please visit the Disability and Assistive Technology Center, located on the 6th floor of the Learning Resource Center (the Library). You can also

find more information here: <http://www4.uwsp.edu/special/disability/>

FERPA Disclaimer

This course requires posting of work online, that is viewable only by your classmates. None of the work submitted online will be shared publicly. Your academic records (grades, student IDs, personal identification information) will not be shared by the instructor of this course. Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments you are giving consent to sharing of your work with others in this class and you recognize there is a small

risk of your work being shared online beyond the purposes of this course. If you elect to not participate in these online assignments due to confidentiality concerns, then an alternate assignment will be offered to you.

Netiquette:

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

--The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

Course Schedule:

Note 1: I reserve the right to make changes to the course requirements depending on need. If this happens, you will be notified of any changes in class, via D2L, and through email.

Note 2: Every Monday class session will cover some aspect of the following: lecture on broadcast journalism and/or short audio documentary form, lecture on producing audio, lecture on editing in Adobe Audition, discussion of assigned readings.

Week 1:

Monday, January 22nd: Course Introduction
Wednesday, January 24th: Class Meets in CAC 126

Week 2:

Monday, January 29th: Read Kern, Chapter 1
Wednesday, January 31st: Class Meets in CAC 126

Week 3:

Monday, February 5th: Read Kern, Chapters 3 + 4

Wednesday, February 7th: Wednesday Stories #1

Week 4:

Monday, February 12th: Read Kern, Chapter 8

Wednesday, February 14th: Wednesday Stories #2

Week 5:

Monday, February 19th: Read Kern, Chapters 10

Wednesday, February 21st: Wednesday Stories #3

Week 6:

Monday, February 26th: Read Kern, Chapters 13

Wednesday, February 28th: Wednesday Stories #4

Week 7:

Monday, March 5th: Read Kern, Chapters 15

Wednesday, March 7th: Wednesday Stories #5

Week 8:

Monday, March 12th: Read Kern, Chapters 11 + 12

Wednesday, March 14th: Wednesday Stories #6

Week 9:

Monday, March 19th: MIDTERM EXAMINATION

Wednesday, March 21st: Wednesday Stories #7

Week 10:

Monday, April 2nd: Read Kramer and Call parts 1

Wednesday, April 4th: Class meets in CAC 315

Edited Newscast Due in Class and DropBox

Week 11:

Monday, April 9th: Read Kramer and Call parts 2

Wednesday, April 11th: Individual Appointments: Times Same as Wednesday

Story Sessions: short doc topic discussion/approval

Week 12:

Monday, April 16th: Read Kramer and Call parts 3, 4, + 5

Wednesday, April 18th: NO CLASS: Work on Short Documentary

Week 13:

Monday, April 23rd: Read Kramer and Call parts 6 + 7

Wednesday, April 25th: NO CLASS: Work on Short Documentary

Week 14:

Monday, April 30th: Read Kramer and Call parts 8, 9, + 10

Wednesday, May 2nd: NO CLASS: Work on Short Documentary

Week 15:

Monday, May 7th: Short Form Audio Documentary:

Due in Class and DropBox

Wednesday, May 9th: NO CLASS

Final Examination: Tuesday, May 15th 2:45PM

Electronic Reserve:

There are several links to audio content from the Third Coast Festival posted in Electronic Reserve. From time to time over the semester, I will ask you to access these and to be prepared to discuss them in class.

Assignments:

Wednesday Stories: Starting on Wednesday, February 7th, students will write a news story in the broadcast journalism style discussed in class. These stories should read between 20 and 40 seconds in-length and must be related in some capacity to Wisconsin. You need to bring two printed copies of your story with you to your individual Wednesday session. You will be recorded reading your story. The recordings will be evaluated and emailed to you. The seven stories can repeat genre (sports, economics, politics, etc.) *only once*.

Edited Newscast: Using all seven of your recorded stories, you will demonstrate proficiency in using Adobe Audition by editing a complete newscast. Additional recordings (program intro and outro, commercials) will be provided.

Midterm Examination: The midterm exam will be essay in orientation with some MC and/or T/F questions. It will cover all of the readings assigned from the Kern book. Lecture materials covered in class, and any assigned readings posted in the content area of D2L.

Final Examination: The final exam will be essay in orientation with some MC and/or T/F questions. It will cover all of the readings assigned from the Kramer and Call book. Lecture materials covered in class, and any assigned readings posted in the content area of D2L.

Short Format Audio Documentary Consider this a “document” of an event that **you** have encountered. Your story must be a minimum of three (3) minutes in length and a maximum of seven (7). It should include at least two (2) interviews and have five (5) additional sounds. You must save the script as either a Microsoft Word document or a PDF AND you must save the audio as an MP3 file and deposit both of them on the D2L Dropbox by the start of class on Monday, May 7th. You must follow the style and format discussed in class AND you are expected to play the story aloud in class for comment and criticism. A suggestion: PLAN AHEAD.

Plagiarism

A major problem facing both professors and students is the practice of plagiarism, which is defined as “the deliberate or accidental use of ideas, research, or words of another person without fully attributing them to their original sources.” As a student in this course, it is your responsibility to know what constitutes plagiarism. A student who plagiarizes work in my class will receive a failing grade for that assignment, possibly for the course and may be subject to additional academic misconduct sanctions.

The following paragraph offers advice on paraphrasing, a major aspect of plagiarism: Clearly attribute ideas that you have paraphrased to their authors, both directly in your text and by providing reference citations. Do not try to paraphrase by changing just a few of the author’s words (that’s plagiarizing): paraphrasing involves substantial change in the order of words and ideas, usually to condense them. Paraphrasing, in other words, involves putting someone else’s thoughts into your own words, not just rearranging the words and ideas or combining, but shortening, someone else’s sentences. To avoid unintentionally writing a plagiaristic paraphrase, carefully mark the notes that you take on your references where you use exact or nearly exact, words of the source.

The following guidelines are offered as additional hints on what plagiarism is:

- Every paper or report submitted for credit is accepted as the student’s own work. It may not, therefore, have been composed, wholly or partially, by another person.
- The wording of a student’s paper is taken as his or her own. Thus he or she may not submit work that has been copied, wholly or partially, from a book, article, essay, newspaper or another student’s paper or notebook, or any other written or printed source (including speeches, WWW sites, news reports, etc.). Direct quotes or ideas from outside sources may be used, but they must be properly cited. Thus, do not simply change a few words within a sentence from a source, put it in your paper, and drop a footnote by it without using quotation marks. Doing so represents the sentence as your own, when it is not, and this is plagiarism!
- As a student, you may incorporate in your paper ideas that have arisen from discussion or lectures when you incorporated these ideas into your own thinking. However, be careful to either cite properly the source of the ideas or cite other sources that reinforce the ideas you are using.
- You may, as a part of the good writing process, give your work to someone else for suggestions. However, having someone else totally correct and revise your work constitutes that person’s work, not your own, and thus constitutes plagiarism.
- You may of course submit a paper to be typed by another person, provided that typist has not sought to change the wording, ideas, organization, or any significant aspect of the paper in any way. If you submit such a paper, be sure to proofread carefully.
- No paper may be submitted for credit that has been or is being used to fulfill the requirements of another course, in whatever department, unless permission to coordinate work has been granted by both professors.
- Students in my courses are expected to utilize the APA stylebook, which provides guidelines for proper citation.