COURSE SYLLABUS
Comm 352   Producing Audio Non-Fiction
Fall Semester 2015

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          Office Hours: Mondays   12:00-12:30pm
                                     W/TH   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 journalism. This is also a "hands on" course: students are expected to produce their own content using equipment available to them.

Course Objectives:

--demonstrated understanding of radio journalism
--demonstrated competency with Adobe Audition software
--to demonstrate a proficiency in producing audio non-fiction stories, using the NPR/Third Coast style

Course Format:

Lecture sessions are devoted to learning about sound and recording, the Adobe Audition software, style requirements for radio news, and the aesthetic principles guiding the audio short documentary…all in a seminar-type of instruction. You can expect lectures and discussions during the lecture times. It is expected that you have read the assigned readings by class time.

Lab sessions are designed to be "hands on". You can expect in-class exercises designed for you to experience the technology and processes of audio non-fiction producing and announcing. In addition to scheduled times, you can also expect to be working with the equipment

Both sections of this course meet on Wednesdays from 8AM to 8:50AM in CAC 300. On Monday mornings at 8AM, Section 1 meets in CAC 126 and at 10AM Section 2 meets 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**.

Please note: I do not accept technology related excuses for not meeting deadlines or turning in work

Equipment and Studio Access:

Equipment available at IT Help Desk: Because you are enrolled in this class, you have access to the Division's audio recording equipment. If you are still enrolled in this course on the ninth day of the semester, a $25 rental equipment fee will be charged to your student account. Paying this fee allows you to access production equipment available for check-out through the IT Help Desk (LRC 023). When checking out the equipment, you will need your student ID card. You will be using the *Olympus Recorders* The Help Desk is open on Mondays-Wednesdays from 7:45AM to 8PM, Thursdays and Fridays from 7:45 AM to 4:45PM and on Sundays from 2PM-7PM. PLAN AHEAD

CAC 126:   This is a basic recording studio available for students to reserve and use to complete assignments. Students can reserve the room by signing up on the calendar that is posted on the bulletin board right outside the door to the room There is a limit of 2 hours per day… i.e., you may only sign up for a 2 hour block of time during any give 24 hour period. To gain access to the room, between 8:00AM and 4:15PM, present your student ID card to the office staff in the Communication Division Office (CAC 225) and they will give you a key to the room. It is OK for you to use CAC 126 in the evenings, but you must check out the key before 4:15PM and it must absolutely be returned at 8AM the next day.

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.

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. These will be assigned in class

Grades:

Final grades for this course are determined by student's performance in four areas: a final examination, a "reading report", written/produced assignments and participation. For detailed information on the assignments, please refer to the Assignments header at the end of this syllabus.

Grading and Point Totals:

Story 1	10 Points
Story 2	15 Points
Story 3	25 Points
Newscast	50 Points
Reading Report	50 Points
Audio Documentary	50 Points
Final Examination	50 Points
Participation:	50 Points
Total:	300 Points

Grading Scale:			**Point Totals:**
95%+	=	**A**	285-300
94%	=	**A-**	282-284
93%	=	**B+**	279-281
87%-92%	=	**B**	261-278
86%	=	**B-**	258-260
85%	=	**C+**	255-257
77%-84%	=	**C**	231-254
76%	=	**C-**	228-230
75%	=	**D+**	225-227
71%-74%	**=**	**D**	211-224
0%-70%	=	**F**	0-210

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.

Attendance is **expected.** If you are unable or chose not to attend for any reason, **it is your responsibility** to pick up, from classmates, any materials that you missed (lecture notes, handouts, additional explanations of assignments, etc.). Please note: participation points are determined, in part, on attendance: you can't' earn points if you aren't in class.

Make-up Examinations and *Late Assignments*: There are only 3 circumstances under which students will be allowed to make-up a missed examination or turn in an assignment after the scheduled due date. (#1) a death in the family, or (#2)

an illness—confirmation may be required, or (#3) a UWSP-sponsored activity--a note from the event coordinator, in advance of the scheduled examination or assigned work, is required. These circumstances do not automatically grant you a make-up of an exam or extension for an assignment. **You must notify me in a timely manner, and based on that contact a decision will be made whether you will be allowed a make-up an exam or will be given an extension for a scheduled assignment.** Unless otherwise noted, all assignments are due in class on the date scheduled.

E-mail: Along with messages/news items posted to D2L, Email will be the official mode of communication for this course. If you don't check yours on a regular basis, please start! I use email to forward articles or interesting links to web pages or changes to the schedule and other class matters. I will use your student Email address. **If you Email me, you must include both the class and section numbers in the subject line of the Email**.

Notification of Grades/Standing in the Class: All assignments and exams will be returned during class time. I will maintain your point totals in D2L.

Laptop Computers and Recording Devices: You may **NOT** use laptop computers or recording devices in this class without prior approval.

Cell Phones and Other Personal Media Devices: You may **NOT** use cell phones and other personal media devices in this class

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 also 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

Course Schedule:

Week 1:
      Wednesday, September 2:   Course Introduction
Week 2:
      Monday, September 7:   Studio and Field Equipment Introduction
      Wednesday, September 9:   Audio Basics and the Sound Chain
                            Read Kern, Chapters 1, 2, + 3
Week 3:
      Monday, September 14:   Studio Review/Adobe Audition
      Wednesday, September 16:   Digital Audio/Script Formats/Broadcast Style

Read Kern, Chapters 4, 5, + 6

Week 4:
      Monday, September 21:   Reading exercise/Adobe Audition
                                       Story 1 Due
      Wednesday, September 23: Announcing
                                         Read Kern, Chapters 7, 8, 9, + 10

Week 5:
      Monday, September 28:   Announcing exercise/Adobe Audition
                                         Story 2 Due
      Wednesday, September 30: Transducers/The Newscast
                                         Read Kern, Chapters 11, 2, 13, + 14

Week 6:
      Monday, October 5:   Newscast Exercise/Adobe Audition
      Wednesday, October 7:   Transducers/
                                         Read Kern, Chapters 15, 16, 17, + 18

Week 7:
      Monday, October 12:   Record Newscast Intro/Adobe Audition
                                         Story 3 Due
      Wednesday, October 14:   Catch-UP

Week 8:
      Monday, October 19:   Interview Exercise/Adobe Audition
      Wednesday, October 21:   Read Kramer and Call, Parts 1 + 2

Week 9:
      Monday, October 26:   Sweetening Voice Exercise/Adobe Audition
                                         Newscast Due
      Wednesday, October 28:   Read Kramer and Call, Parts 3 + 4

Week 10:
      Monday, November 2:   Multitracking/Adobe Audition
      Wednesday, November 4:   Read Kramer and Call, Parts 5 + 6
                                         Short Doc Topic submitted to DropBox

Week 11:
      Monday, November 9:   Spectral View Exercise/Adobe Audition
      Wednesday, November 11: Read Kramer and Call, Parts 7 + 8

Week 12:
      Monday, November 16:   Field Equipment Exercise
      Wednesday, November 18: Read Kramer and Call, Part 9

Week 13:
      Monday, November 23:   NO CLASS
      Wednesday, November 25: NO CLASS

Week 14:
      Monday, November 30:   NO CLASS for labs: work on short docs
      Wednesday, December 2:   Reading Reports, part 1

Week 15:
      Monday, December 7:   NO CLASS for labs: work on short docs
      Wednesday, December 9:   Reading Reports, part 2

Week 16:

       Monday, December 14   Short Doc Due for Class Playback

Final Exam:

       Comm 352:   Wednesday, December 16th 12:30-14:30

Assignments:

Story 1:   A 15 second written news story from a current event on the UWSP campus. You must save the story as either a Microsoft Word document for a PDF and deposit it in the D2L Dropbox by the start of class on September 21st. You must follow the style and format discussed in class AND you are expected to read your story aloud in class. A suggestion: practice for timing.

Story 2:   A 30 second written news story from a current event in the Stevens Point community. You must conduct at least one (1) interview and cite that person appropriately in your story. You must save the story as either a Microsoft Word document for a PDF and deposit it in the D2L Dropbox by the start of class on Monday, September 28th. You must follow the style and format discussed in class AND you are expected to read your story aloud in class. A suggestion: practice for timing.

Story 3:   A 30 second written AND produced/recorded news story from a current event on the Stevens Point community. This must be a different event than what you <u>or</u> any of your classmates wrote about for story #2. You must conduct at least one (1) interview, cite that person appropriately, and incorporate that audio into your story, with an appropriately written lead. You must save the story as either a Microsoft Word document for a PDF AND you must save the audio as an MP 3 and deposit both of them in the D2L Dropbox by the start of class on Monday, October 12th. 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.

Newscast: A three (3) minute newscast. This will be produced in post—not live. You must write a minimum of 6 stories that will be compiled, along with a newscast intro and outro (to be recorded during lab/discussion sections), into a 3 minute newscast. You must save the stories as one document, as either a Microsoft Word document for a PDF AND you must save the audio as an MP 3 and deposit both of them in the D2L Dropbox by the start of class on Monday, October 26th. You must follow the style and format discussed in class AND you are expected to play your work aloud in class for comment and criticism.

Reading Report: During class, readings from the <u>Telling True Stories</u> text will be assigned for all to read. In addition, each student will be assigned one particular essay to prepare for presentation to the class. On Wednesday December 2nd or on Wednesday, December 9th, you will be asked to present this essay to the class. This is your day to "teach" your peers. It is also a chance for your peers to ask questions of you, based on their

reading of the essay. You must save your presentation as either a PowerPoint presentation or a Microsoft Word document/PDF and deposit it into the D2L Dropbox before class on December 2nd. A suggestion: consider this a report on your assigned reading that you are preparing and presenting to your peers.

Audio Short 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 story as either a Microsoft Word document or a PDF AND you must save the audio as an MP 3 and deposit both of them on the D2L Dropbox by the start of class on Monday, December 14th. 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 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 <u>substantial</u> 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. <u>Thus</u>, 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 <u>this is plagiarism</u>!
--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 bee granted by both professors.
--Students in my courses are expected to utilize the APA stylebook, which provides guidelines for proper citation.

Did I Plagiarize?

The Types and Severity of Plagiarism Violations

Did I Plagiarize?

No! If you're confident that what you have written and/or designed is entirely original—in concept, style, structure, diction, and everything else—then you have not plagiarized. Or, if you have used another's ideas to elaborate on or validate your own, **but you cite the original author or artist** (and you provide their name and all pertinent information so that your reader could locate the original source on their own), then you are also free of plagiarism violations. Plagiarism-free means you have recognized any and all individuals or organizations that influenced your thoughts, writings, and designs and that you have made every effort to cite them according to conventional citation practices.

- Are you CONFIDENT that your ideas are your own OR that they are so obviously common knowledge (like the fact that the earth is round) that you didn't need to cite any sources? — **No** → / **Yes** →
- Did you give credit to ALL original authors for any text you *directly* quoted? — **No** → / **Yes** →
- Did you give credit to ALL original authors for any ideas you summarized or paraphrased, even if you completely changed the wording? — **No** → / **Yes** →
- Did you give credit to ALL original artists for any images or graphics you used or referred to? — **No** → / **Yes** →
- Are you CONFIDENT that you didn't distort or misinterpret an author's or artist's original meaning when you cited them? — **No** → / **Yes** →
- Are you CONFIDENT that the organization and style of your work is your own creation and that you didn't mimic the style or layout of someone else? — **No** → / **Yes** →
- Did you use a proper and recognized citation method OR did you include enough citation information that a reader could locate the original work on his/her own? — **No** → / **Yes** →

How Serious Is It?

Yes! If you couldn't answer "yes" to ALL of the questions to the right (even if you answered "yes" to all but one), then you are most likely in violation of plagiarism standards. Note that even the slightest of plagiarism infractions is serious. Even if you didn't mean to plagiarize or you weren't familiar with all plagiarism standards, you are held accountable. Lack of understanding or intent does not free you from serious penalty. However, not all plagiarism violations are treated with the same severity; some infractions are certainly more severe than others. And repeated infractions, just like with the law, can cause harsher penalties. Follow the chart to the left and below to determine how you plagiarized and how serious it is.

- Did you **steal, copy, or purchase another's entire document** and take full credit for it being your own? — **Yes** → / **No** →
- Did you **copy large portions** (entire paragraphs and sections) of another's work and not give full credit? — **Yes** → / **No** →
- Did you **cherry-pick a few terms and phrases to change** but keep the rest of the text and ideas from another's work relatively unchanged without giving credit? — **Yes** → / **No** →
- Did you **reuse large portions of a work of your own** for another purpose or publication and not cite yourself? — **Yes** → / **No** →
- Did you **duplicate (re-use) an entire work of your own** for another purpose or publication and not cite yourself? — **Yes** → / **No** →
- Did you **paraphrase multiple sources and stitch them together**, making them sound like your own? — **Yes** → / **No** →
- Did you cite a source that doesn't exist or did you make up what the source actually said? — **Yes** → / **No** →
- Did you **cite many sources correctly but not cite others** at all? — **Yes** → / **No** →
- Did you **misinterpret or cite a source out of context?** — **Yes** → / **No** →
- Did you cite everything correctly but **use very little of your own thought?** — **Yes** → / **No** →
- Did you cite everything correctly but your work still **closely reflects another's?** — **Yes** → / **No** →
- Did you make a **mistake in your citation?** Wrong words, wrong author, or something similar? — **Yes** → / **No** →
- Did you mostly cite everything correctly but **got a bit sloppy on some and failed to note small things** like page numbers or publishers? — **Yes** →

Plagiarism Severity Meter: How Serious Is the Violation?

Type	Severity
Identity Theft	Insanely
Copycat	Extremely
Cherry-pick	Terribly
Mitosis	Immensely
Recycle	Profoundly
Remix	Hugely
Ghost Citation	Very, Very
Half-n-half	Very
Warp	Remarkably
Mosaic	Quite
Reflection	Notably
Miscue	Somewhat
Half-hearted	Mildly