Communication 2343 – Audio in Media  
CRN: 11248  
Fall 2019  

Instructor: Pat Piotrowski  
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Office Hours: Tuesday and Thursday 1:30pm to 4pm, and by appointment.  

Class meets on Monday and Wednesday from Noon to 1:20pm in Cotton Memorial room 306. Additionally, you are required to sign up for at least one hour of laboratory time during the week to complete laboratory assignments. You will complete laboratory assignments in the audio lab in Cotton Memorial room 302. **You will each have an individual lab time.**  

**Course Description:** The history, theory, and production of audio communication, including the development and review of audio techniques from analog to digital formats.  

**Course Objective:** To give you the basic skills and understanding of digital and analog audio production necessary to pursue a career in broadcasting or other media.  

**Learning Outcomes:** At the end of the course, you will be able to produce audio projects ranging from basic radio commercials to advanced documentaries, as well as having an understanding of how audio works in television, film, and online media.  

**Text:** Modern Radio & Audio Production; 10th Edition; Hausman, Messere, Benoit, and O’Donnell. Please do not get a text that is older than the 9th Edition, as it is very different from the previous issues.  

**Optional Supplies:** USB Flash Drive, and a copy of either Adobe Audition or Audacity software.  

**Labs:** Everyone is required to sign up for one hour of individual lab time each week. The lab will also be available on a first come first served basis during times it is not reserved. **The lab will not be open on weekends.** It is very important that you arrive early for your labs and be aware of the time while you are in the lab. You may not work past your allotted time if there is someone scheduled immediately following your lab. You will have one week to complete your lab assignments (unless otherwise specified).  

**Grading:** The course will consist of 11 regular lab projects. The average of these 11 projects make up 50% of your final grade. There will be three tests during the semester. The average of these three tests make up 35% of your final grade. The Final Project will count for 15% of your final course grade.  

If you cannot complete a lab assignment during your normal lab time, you will be required to find a time when other students are not using the lab to finish the project. There is no final
exam; you will instead produce a final project. You must turn in all projects by the last scheduled day of finals. **Late work will have five points deducted for each week that it is late, unless I allow for extra time.**

**Missed Exams:** If you must miss an exam, please arrange with me to take it early. I will consider each case on an individual basis.

**Attendance Policy:** It is unusual for a student to be able to turn in satisfactory assignments without having previously participated in class. I expect you to attend class regularly, be punctual and be prepared. Class policy allows you to miss six (6) hours of class time without penalty. I will drop students who have an excessive number of absences up to the drop/withdrawal deadline.

If you must miss class due to a university sanctioned event, please inform me of the absence in advance and provide written confirmation of the event. I will allow you to make up both the assignments and any examinations you miss. You may receive permission to be absent for the observance of a religious holy day if you notify me of your intent in writing no later than September 11. If excused, I will permit you to take an examination in advance or complete assignments.

I also note tardy attendance. I consider you tardy when I take roll and you are not present. If you do not arrive within 15 minutes, the tardy becomes an absence. If you are tardy five times, it equals one absence.

**Extenuating circumstances preventing you from attending class, taking a test, or turning in assignments on time:** Situations may arise that cause obstacles to you attending class, taking a test or turning in assignments. Medical emergencies, a death in the family, and the like may pose a conflict to scheduled class activities. Please contact me directly, explaining the situation at hand. Please try to schedule personal business, out-of-town trips, counselor appointments, and the like at a time that does not conflict with class or lab dates.

**University Drop Policy:** The last day to drop a class or completely withdraw with an automatic “W” is November 1, 2019. After the student drop deadline, I must drop you from the course with a grade of “F”. I can only assign a grade of “W” under exceptional circumstances and only with the approval of the academic Dean. You must petition for the “W” grade in writing and provide the necessary supporting documentation.

**Academic Misconduct:** The University of Texas at El Paso prides itself on its standards of academic excellence and I expect you to uphold the highest standards of academic integrity. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, submitting work for credit that is attributable in whole or in part to another person, taking an examination for another person, and any act that gives or attempts to give unfair advantage.
I expect you to assume personal responsibility, to be socially mature and independent, and to function satisfactorily within a structured learning environment. Students attending class should ONLY be those students OFFICIALLY enrolled in the course and section. Children and other family members, friends and guests of class members must wait for students outside the classroom.

The university prohibits the obstruction or disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity on campus, any student or group of students creating such an obstruction or disruption will be subject to disciplinary action.

**CASS Policy:** If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148 or by email at cass@utep.edu. Or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. CASS Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

**Technology and Classroom Etiquette:**
You may take notes on your personal laptops or tablets during class. However, any use of social media or email is restricted, and I may reverse the privilege to use laptops and tablets if I feel you are not paying attention in class. Likewise, you must turn off all personal cell phones and other electronic communication devices including multimedia players when entering the classroom unless I grant prior permission. I do **not** consent to you recording the class for distribution on the internet or social websites, nor do I give consent, implied or otherwise, for my image or voice to be distributed to others in any way. I will report violations to the office of Student Affairs.

**Final Project:** Your final project will be a 3 to 5 minute long program written and produced by you. It will contain and show correct use of music, sound effects, multiple voices, and editing techniques. I will treat this project as a Final Exam. I will not allow you to ask for my help on this project, as I will expect you to know how to produce a program by this time. The Final Project is due in my office by 5:00 PM on December 13, 2019. I will NOT accept late Final Projects.

**Lecture and Lab Schedule:** The following schedule is subject to change depending on the needs of the class.

- **8/26** First day of class
  - Tour of Lab

- **8/28** Basic Electronics & Audio Console
  - Chapter 3

- **9/2** Labor Day – University Closed
9/4  Digital Audio Basics, Compact Discs, Turntables, and Studio Operation  
Chapter 4

9/9  Digital Audio Continued, Recording Devices  
**Lab:** DJ Lab #1

9/11  Microphones and Sound  
Chapter 2

9/16  Review for Test  
**Lab:** Tagging a Promo & Public Service Announcement Lab

9/18  **Test #1**

9/23  Announcing Techniques  
**Lab:** Announcing Lab

9/25  Editing  
Chapter 5

9/30  Digital Editing  
**Lab:** Digital Editing Lab

10/2  Basic Programming & Radio Station Practices  
Chapters 1, 6, 7, and 16

10/7  Programming & Radio Station Practices continued, Digital Editing Review  
Chapter 17  
**Lab:** Digital PSA Lab

10/9  Programming continued  
Chapter 8, 18 & 19

10/14  Programming Ratings  
Chapter 16  
**Lab:** DJ Lab #2

10/16  Review for Test

10/21  **Test #2**

10/23  Radio News Documentary & Interviewing  
Chapter 11 & 13  
**Lab:** Concert Promo Lab
10/28  Field Recording Equipment

10/30  Documentary Writing & Production
       Chapters 13 & 20
       Lab: Documentary Lab (Due December 2)

11/4   Documentary Writing continued

11/6   Advanced Audio Production
       Chapter 15

11/11  Advanced Computer Editing

11/13  Commercial Effects
       Chapters 9 & 10

11/18  Commercial Production
       Chapter 12
       Lab: Commercial Labs (Due December 4)

11/20  Remote Production
       Chapter 14
       Assign Final Project – Due December 13

11/25  Music Recording
       Chapter 15

11/27  No Class – Happy Thanksgiving!

12/2   Review for Test

12/4   Test #3

12/13  Final Project Due by 5PM