Instructor: Pat Piotrowski  
Office: Cotton Memorial 203B (KTEP)  
Phone: 747-6295  
E-mail: patrickp@utep.edu  
Office Hours: Monday, Wednesday and Thursday 1:30pm to 4pm, or by appointment.

Class meets on Tuesday and Thursday from 10:30pm to 11:50pm 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. Laboratory assignments will be completed in the audio lab in Cotton Memorial room 302. The lab will be scheduled on an individual basis.

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.

Optional Text: Modern Radio Production; 9th Edition; Hausman, Messere, Benoit, and O'Donnell. Please do not get a text that is older than the 8th Edition, as it is very different from the previous issues.

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

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 will not be allowed to work past your time if there is someone scheduled immediately following your lab. Lab assignments will be due one week from the date that they are assigned (unless specified).

Grading: 35% Tests, 50% Lab Projects, 15% Final Project. Scheduled lab projects are half of your semester grade. If you can’t complete a lab assignment during your normal 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 during finals week, but there will be a final project that will be treated as the final exam. All projects must be turned in 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.

Attendance Policy: I expect you to be present in class, as we will be discussing concepts and demonstrating equipment that will be necessary for your lab work. I will not drop you for excessive absences, I expect you to withdraw if you are not able to continue to attend.
**University Drop Policy:** The last day to drop a class or completely withdraw with an automatic “W” is April 4, 2014. After the student drop deadline, you must be dropped from the course with a grade of “F”. A grade of “W” can be assigned only under exceptional circumstances and only with the approval of the instructor and academic dean. You must petition for the “W” grade in writing and provide the necessary supporting documentation.

**Missed Exams:** If you must miss an exam, make arrangements to take it early. Other cases will be considered on an individual basis.

**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. The project will be treated as a Final Exam. You will not be allowed to ask for my help on this project as I expect you will know how to produce a program by this time. It will be due in my office by 5:00 PM on May 16, 2014. Late Final Projects will not be accepted.

**Lecture and Lab Schedule:** The following schedule is subject to change depending on class progress, and additional information that could be added.

- **1/21** First day of class  
  Tour of Lab

- **1/23** Basic Electronics & Audio Console  
  Chapter 2

- **1/28** Digital Audio Basics, Compact Discs, Turntables, and Studio Operation  
  Chapter 3

- **1/30** Digital Audio Continued, Recording Devices  
  Chapter 4  
  **Lab:** DJ Lab #1

- **2/4** Microphones and Sound  
  Chapter 5

- **2/6** Review for Test  
  **Lab:** Tagging a Promo & Public Service Announcement Lab

- **2/11** **Test #1**

- **2/13** Announcing Techniques  
  **Lab:** Announcing Lab

- **2/18** Editing  
  Chapter 6
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<th>Date</th>
<th>Topic</th>
<th>Chapters/Appendix</th>
<th>Lab</th>
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<tr>
<td>2/20</td>
<td>Digital Editing</td>
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<td>2/25</td>
<td>Digital Editing</td>
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<td>Lab: Digital Editing Lab</td>
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<td>2/27</td>
<td>Studio Production</td>
<td>Chapter 7</td>
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<td>3/4</td>
<td>Basic Programming &amp; Radio Station Practices</td>
<td>Chapters 1, 8, and Appendix B</td>
<td>Lab: Digital PSA Lab</td>
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<td>3/6</td>
<td>Programming &amp; Radio Station Practices continued</td>
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<td>3/11 &amp; 3/13</td>
<td>SPRING BREAK</td>
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<td>3/18</td>
<td>Programming continued</td>
<td>Chapter 17 &amp; 18</td>
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<td>Programming Ratings</td>
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<td>4/1</td>
<td>Advanced Audio Production</td>
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<td>4/3</td>
<td>Advanced Computer Editing</td>
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<td>Radio News Documentary &amp; Interviewing</td>
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<td>4/10</td>
<td>Field Recording Equipment</td>
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<td>Lab: Documentary Lab (Due May 1)</td>
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<td>4/15</td>
<td>Documentary Writing</td>
<td>Chapter 13 continued</td>
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<td>4/17</td>
<td>Documentary Writing continued</td>
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4/22 Commercial Effects
   Chapters 10 & 11

4/24 Commercial Production
   Chapter 12
   **Lab:** Commercial Labs (Due May 8)

4/29 Remote Production
   Chapter 14
   **Assign Final Project – Due May 16**

5/1 Music Recording

5/6 Review for Test

5/8 **Test #3**

5/16 **Final Project Due by 5PM**