Instructor: Pat Piotrowski
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Office Hours: Monday and Wednesday 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. Laboratory assignments will be completed in the audio lab in Cotton Memorial room 302. **The lab will be scheduled on an individual basis.**

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

**Optional 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 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:** The course will consist of 11 regular lab projects which will be averaged together and will make up 50% of your final grade. There will be 3 tests which will be averaged together and will make up 35% of your final grade. The Final Project will count for 15% of your final course grade.

If you can’t 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,
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.**

**Missed Exams:** If you must miss an exam, make arrangements to take it early. Other cases will be considered 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. Students are expected to attend class regularly, be punctual and be prepared. Class policy allows for students to miss six (6) hours of class time without penalty. Students with an excessive number of absences will be dropped from the class roll up to the drop/withdrawal deadline.

Students missing class because of a university sanctioned event must inform the instructor of the absence in advance and provide written confirmation of the event, and will be permitted to make up both assignments and any examination in consultation with the instructor. A student may receive permission to be absent for the observance of a religious holy day if the student has notified the instructor of his/her intent in writing no later than February 5th. Students so excused will be permitted to take an examination in advance or complete assignments.

Tardy attendance also will be noted. A tardy is recorded when the instructor takes roll and a student is not present.... and will be registered up to 15 minutes. After 15 minutes, the student is counted absent. A total of five (5) tardies equals one absence.

**Extenuating circumstances preventing class attendance, test taking and/or class assignments being turned in on time:** Situations may come up that cause obstacles to students 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. Students should contact the instructor directly, acknowledging and explaining the situation at hand. Personal business, out-of-town trips, counselor appointments, and the like should be scheduled 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 March 29, 2018. 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.

**Academic Misconduct:** The University of Texas at El Paso prides itself on its standards of academic excellence and students are expected 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.
Students are expected 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 obstruction or disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity on campus is prohibited; 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:**
Students may take notes on their personal laptops during class. However, any use of social media or email is restricted and the privilege to use laptops for note taking will be reversed. Likewise, all personal cell phones and other electronic communication devices including PDA’s and multimedia players among others **must be turned off** when entering the classroom or lab unless prior permission has been granted by the instructor. The instructor does not consent to being recorded or imaged in any way, nor gives consent, implied or otherwise, for his image or voice to be distributed or appear on social websites, media or other distributed methods public or private. Violations will be reported to 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. 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 11, 2018. Late Final Projects will not be accepted.

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

1/17  First day of class
      Tour of Lab

1/22  Basic Electronics & Audio Console
      Chapter 3

1/24  Digital Audio Basics, Compact Discs, Turntables, and Studio Operation
      Chapter 4
1/29  Digital Audio Continued, Recording Devices
   **Lab:** DJ Lab #1

1/31  Microphones and Sound
   Chapter 2

2/5   Review for Test
   **Lab:** Tagging a Promo & Public Service Announcement Lab

2/7   **Test #1**

2/12  Announcing Techniques
   **Lab:** Announcing Lab

2/14  Editing
   Chapter 5

2/19  Digital Editing
   **Lab:** Digital Editing Lab

2/21  Studio Production
   Chapter 6

2/26  Basic Programming & Radio Station Practices
   Chapters 1, 7, and 16
   **Lab:** Digital PSA Lab

2/28  Programming & Radio Station Practices continued
   Chapter 17

3/5   Programming continued
   Chapter 8, 18 & 19
   **Lab:** DJ Lab #2

3/7   Programming Ratings
   Chapter 16

3/12 &
3/14  **Spring Break – Enjoy!**

3/19  Review for Test

3/21  **Test #2**
3/26  Radio News Documentary & Interviewing  
     Chapter 11 & 13  
     **Lab:** Concert Promo Lab

3/28  Field Recording Equipment

4/2   Documentary Writing & Production  
     Chapters 13 & 20  
     **Lab:** Documentary Lab (Due April 25)

4/4   Documentary Writing continued

4/9   Advanced Audio Production  
     Chapter 15

4/11  Advanced Computer Editing

4/16  Commercial Effects  
     Chapters 9 & 10

4/18  Commercial Production  
     Chapter 12  
     **Lab:** Commercial Labs (Due May 2)

4/23  Remote Production  
     Chapter 14  
     **Assign Final Project – Due May 11**

4/25  Music Recording  
     Chapter 15

4/30  Review for Test

5/2   **Test #3**

5/11  **Final Project Due by 5PM**