Communication 2343 – Audio in Media  
Summer I 2014

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

Class meets daily from 9:20am to 11:30am in Hudspeth Hall room 313 through July 2. 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.

**Optional Text:** Modern Radio Production; 9\textsuperscript{th} Edition; Hausman, Messere, O’Donnell, and Benoit.

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

**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, but there will be a final lab project that will be treated as an exam. All projects must be turned in on or before the last scheduled day of final exams. **Late work will have five points deducted for each week that it is late, unless I allow for extra time.**

**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).

**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 June 27, 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.
Disability Statement: If a Student has or suspects he/she has a disability and needs an accommodation, he/she should contact the Disabled Student Services Office (DSSO) at 747-5148 or at dss@utep.edu or go to Room 106 Union East Building. The Student is responsible for presenting to the instructor any DSSO accommodation letters and instructions.

Missed Exams: Make up tests are only considered in cases of an emergency. 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 July 3, 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.

June 9  Basic Electronics & Audio Console
        Chapter 2
        Lab: Tagging a Promo & Public Service Announcement (Due June 16)

June 10 Digital & Analog Audio Basics, Compact Discs, Turntables & Recording Devices
        Chapter 3 & 4

June 11 Editing
        Chapter 6
        Lab: Digital Editing (Due June 18)

June 12 Announcing Techniques & Review for Test

June 13 Test #1

June 16 Microphones and Sound
        Chapter 5
        Lab: Digital Public Service Announcement (Due June 23)

June 17 Basic Programming & Radio Station Practices
        Chapters 1, 7, 8, 9, and Appendix B

June 18 Radio Programming & Ratings
        Chapters 16, 17 & 18

June 19 Review for Test
        Lab: Concert Promo (Due June 26)
June 20  Test #2

June 23  Documentary, News & Interviewing  
Field Recording Equipment  
Chapter 13  
Lab: Documentary (Due July 3)

June 24  Documentary Writing & Producing  
Chapter 13 continued  
Assign Final Project — Due July 3

June 25  Advanced Production  
Chapter 15

June 26  Commercial Production  
Chapters 10, 11 & 12  
Lab: Commercials (Due July 3)

June 27  Field Recording and Remote Production  
Chapter 14

June 30  Music Recording

July 1  Review for Test

July 2  Test #3

July 3  Final Project Due by 5PM