Class meets daily from 9:20am to 11:30am in Hudspeth Hall room 114 through July 1. Additionally, you are required to sign up for at least one hour of laboratory time during the week to complete laboratory assignments. Lab 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 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 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 8 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.
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.**

**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:** 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. If you are absent, you will not be prepared to complete the laboratory assignments each week. **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 26, 2015. 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.

**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.

**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 2, 2015. 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>June 8</td>
<td>Basic Electronics &amp; Audio Console</td>
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<tr>
<td></td>
<td>Chapter 2</td>
</tr>
<tr>
<td></td>
<td><strong>Lab:</strong> Tagging a Promo &amp; Public Service Announcement (Due June 15)</td>
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June 9  Digital & Analog Audio Basics, Compact Discs, Turntables & Recording Devices  
Chapter 3 & 4  

June 10  Editing  
Chapter 6  
**Lab:** Digital Editing (Due June 17)  

June 11  Announcing Techniques & Review for Test  

June 12  **Test #1**  

June 15  Microphones and Sound  
Chapter 5  
**Lab:** Digital Public Service Announcement (Due June 22)  

June 16  Basic Programming & Radio Station Practices  
Chapters 1, 7, 8, 9, and Appendix B  

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

June 18  Review for Test  
**Lab:** Concert Promo (Due June 25)  

June 19  **Test #2**  

June 22  Documentary, News & Interviewing  
Field Recording Equipment  
Chapter 13  
**Lab:** Documentary (Due July 2)  

June 23  Documentary Writing & Producing  
Chapter 13 continued  
**Assign Final Project – Due July 2**  

June 24  Advanced Production  
Chapter 15  

June 25  Commercial Production  
Chapters 10, 11 & 12  
**Lab:** Commercials (Due July 2)  

June 26  Field Recording and Remote Production  
Chapter 14
June 29  Music Recording

June 30  Review for Test

July 1   Test #3

July 2   Final Project Due by 5PM