

San Joaquin Delta Community College District Course

Session: Fall 2019

Syllabus for RTV 12: Techniques of Audio Production

Units: 3.0

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Office: Shima 146

Office hours: Posted on the door of Shima 146 and [here](#)

Department and Course Number: RTV 012

Section number: 10507

Online Resources: Canvas and [Docushare](#) **Prerequisites:** RTV 11 **Grading Option:** A-F or Inc. **Class Meets:** MWF 12:00-1:20pm

Class meets: 08/26/2019 - 12/20/2019 Lecture hours, 3 per week. Lab hours, 7 per week, MWF 12:30-1:20pm

Refund date: 09/09/19 Last drop date without a W: 09/15/19

Last drop date with a W: 10/22/19

Methods of instruction may include, but are not limited to, the following:

1. Lecture
2. Project-based Labs
3. Discussion

Course Description:

This course is designed to emphasize the use of digital audio workstations for audio, radio, and multimedia production and synchronization with the visual image. The course provides the opportunity for specialized training in the use of audio post production techniques and the skills necessary to compete in the entertainment, communications, and multimedia industries. The course also offers training in developing research, interviewing and production skills to a professional standard within the context of contemporary radio production. Student work may air on KWDC 93.5, Delta College Radio (CSU)

Textbook: No textbook is required this semester. Supplemental material can be found in Canvas and loaded to Docushare.

Required Supplies: External hard drive or flash drive, no saving to lab computers other than to your class folder. To save use this format Student Files>Fall 2019> RTV 12 student folder>Last name, First name

RTV POLICY: NO FOOD OR DRINK ALLOWED IN THE LABS

Labs: In addition to the regularly scheduled class time, students are expected to complete all assigned lab activities in the Radio/TV studio (Shima 146/145) or at other equivalent facilities. Students are expected to complete lab work by the assigned due date. In many cases, lab assignments are given during class for completion prior to the next scheduled class meeting. The RTV labs are located in Shima 145 and Shima146. Completion of lab-oriented projects may require that you sign up in advance for use of a private audio lab or TV studio lab.

RTV POLICY: THERE ARE NO FOODS OR DRINKS ALLOWED IN THE LABS. Only drinks with a closable lid or top will be permitted in the classroom.

Lab hours: The audio and video labs are open Monday through Friday from 7:30 a.m. – 4:30 p.m. Delta College RTV faculty and staff reserve the right to change the schedule due to illness or equipment failure. In addition, students that have booked excessive studio time may be bumped to give priority to students with project deadlines. To utilize a lab, fill out the lab's signup sheet.

Computer Lab & Internet Use Policy: Using the computer lab to access the Internet should be limited to research and execution of class-related assignments only. **Please note that all Internet use is monitored for improper use.** In other words, do not assume that your Internet use is private. Examples of improper use include viewing of explicit content and downloading of illegal or copyrighted content. Failure to adhere to these rules will result in suspension from the computer lab.

Computer Lab Policies:

- Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.
- Respect the equipment. Do not remove or disconnect parts, cables, or labels.
- Internet use is limited to assigned activities or classwork.
- Internet use for social media, personal email, chatting, texting is prohibited.
- Do not download or install any programs, games, or music.
- No Internet gaming activities are allowed.

- Do not personalize the computer settings. (This includes desktop, screen saver, accounts, etc.)

To use a computer:

1. Fill out the signup sheet.
2. Use a pump of hand sanitizer before using the computer.
3. Use the computer for your RTV educational needs and training.
4. Sign out of all accounts and log off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.

Students that deliberately cause damage to studio equipment will be banned from the labs for the remainder of the semester and will be responsible for the cost of damaged equipment.

Attendance and Late Work:

1. Regular class attendance is advised to pass the course successfully.
2. No late work is accepted. Multimedia production/radio stations/television stations/newsrooms/sets are deadline driven industries. Your ability to meet the deadline is part of the grade. However, I do allow resubmissions to fix your work and improve your grade. This resubmission period ends one week after you get your first grade.
3. If you are absent, you are responsible for getting the information on readings and project assignments.
4. Any make up exams are given at the discretion of the instructor.

Plagiarism: Students should be aware there are severe consequences for violations of academic integrity such as cheating or plagiarism (turning in work that is not your own, without proper credit to the original author). Students who are found to have cheated or committed plagiarism will face disciplinary action under the College's Student Conduct Code. It is expected that you do your own work to the best of your ability. Anything less undermines the worth and value of our intellectual work, and the reputation and credibility of the RTV department and San Joaquin Delta College.

Tolerance Policy: All class participants are expected to be sensitive to the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Specifically, this class will not tolerate discrimination relating to race, color, sex, sexual orientation, religious beliefs, disability, age, marital status, creed, or national origin.

Emergency Evacuation: Please review the Emergency Evacuation Assembly Areas Map that is located in every classroom and/or office.

- Be aware of all exits and stairwells in your area and building.
- When the building fire alarm is sounded or when you are ordered to leave by the District Police or college staff, walk quickly to the nearest exit or stairwell and ask others to do the same.

Please review additional information for emergency preparedness using the following link:

<https://www.deltacollege.edu/dept/police/emergency.html> (Links to an external site.)[Links to an external site.](#)

District Police phone number: (209)954-5000 and use this link to sign up for TipSoft Alerts from Campus Police:

<https://www.tipsoftonline.com/Push/index2.aspx?ID=1117> (Links to an external site.)[Links to an external site.](#)

Mental Health & Wellness

At Delta College, our faculty and staff understand that students may at times experience a range of issues or life circumstances that can be overwhelming and cause barriers to learning such as strained relationships, increased anxiety, depression, alcohol/drug concerns, difficult concentrating and/or lack of motivation. Delta College offers many support services to assist you with these or ANY other concerns you may be experiencing. If you, or anyone you know are suffering from any challenges, reach out for support. Confidential counseling services are available through the Counseling Center located on the 2nd floor of the DeRicco Student Services Bldg, or by calling (209) 954-5151 ext. 6276. In addition to these methods, you may also request an urgent personal counseling appointment by completing the referral form below and bringing it to the Counseling Center.

<http://www.deltacollege.edu/sites/default/files/documents/imported/externalreferralform5.24.17fillablehp.pdf> Many other useful resources can be found on the college's Health & Wellness website: <http://www.deltacollege.edu/departments/health-wellness>

San Joaquin Delta College has an Active Minds club that meets on Wednesdays at 1:30 pm in Shima 146. [Active Minds](#) is the nation's premier nonprofit organization supporting mental health awareness and education for students.

Students Rights and Responsibilities:

Use this link for access to the student's rights and responsibilities webpage:

<http://www.deltacollege.edu/dept/ar/catalog/cat1112/1931.htm> (Links to an external site.)[Links to an external site.](#)

Disability Accommodations:

If you have a hidden or visible disability that may require classroom or test accommodations, please see me as soon as possible during a scheduled office hour. If you have not already done so, please register with the Disabled Support Programs and Services (located in the DeRicco Student Services Building). This office is responsible for coordinating accommodations and services for students with disabilities.

Course Policies

Please feel free to stop the lecture at any time if we are proceeding too fast or if you want to make comments or ask relevant questions. Learning is not a passive process, but rather is an active process that requires students to be active participants. If you are having any difficulty with the course, please see me as soon as possible. Do not wait until the semester is almost over to address a problem, because it will be too late at that point.

You are expected to be respectful of the instructor or and your fellow students/guest presenters at all times. This means not having cell phones on during class- put it on silent and do not play games, check social media in my class. It's rude. You may use laptops/tablets/phones to take notes, but not to surf the Internet, play online games, check social media or otherwise ignore course content during class. If this is happening, you will not be allowed to use your online device again.

On a personal note, it is discouraging to deliver a lecture or lesson when students are seemingly disengaged. Don't be rude to me or your classmates. Just put your phone away during our time together.

Guest speaker policy:

Days that we have guest speakers are special. Don't be late. In fact, make an effort to be here 5-10 minutes before we normally start. Ask questions, be engaged and see guest speakers as a way for you to build your network. Don't ask guest speakers for their personal information such as cell phone number or personal email, if it is not

offered to the group. It's okay to ask for a business card or ask them if they have a public social media profile.

Important Dates for Fall 2019:

Sep 9	Last date to drop full-term classes in order to qualify for a refund of enrollment and/or non - resident tuition. Fees will be assessed for courses added/dropped after this date. For information on how to request a refund of fees and to obtain the Refund Request form, please review the Refund Policy Procedure information.
Sep 6	Last date to add a full-term class. It is the student's responsibility to ensure that official enrollment in class/es is reflected on the student's record.
Sep 13	Last date to file a Residency Reclassification Petition for Fall 2019.
Sep 15	Last date to drop a full-term class WITHOUT a "W" notation on the academic transcript. It is the individual student's responsibility to drop class(es) or withdraw from College.
Sep 6	First day to file an application for Fall 2019 A.A., A.S. Degree and/or Certificate.
Oct 22	Last day to submit a Refund Request Form for full-term classes (for short-term classes it is three business days after ten percent of the length of the class). In accordance with Title 5; Section 58508, and AP 5030, all Refund Request forms must be submitted by the published submission deadline date therefore, refunds cannot be issued if the Refund Request form is submitted after the published deadline date.
Sep 2	Cal Grant Deadline: Cal Grant GPA Verification, postmark deadline to apply for Cal Grants A, B, or C, for the 2019 - 2020 academic year.
Oct 1	Last date to apply for a 2019 - 2020 scholarship.
Oct 18	Last day to file an application for Fall 2019 A.A., A.S. Degree and/or Certificate.
	Winter Break is December 23-January 20, 2020

Calendar of Topics: The following list describes approximately what will occur each week. However, this schedule is subject to change as circumstances dictate. The following schedule is subject to change. In particular, the test dates are only estimates. However, this calendar should give you a general idea of what will be covered over the semester.

Welcome to College Radio, folks! RTV 12 is the main production team for all content aired on KWDC. As such the emphasis in this class will be on radio operations.

Every Friday 12:30-1:30 KWDC Radio Station Meeting

Week	Topic	Assignment Due
	KWDC Station Handbook & acknowledgement	
1	The Studio Environment: KWDC 93.5 LPFM, Stockton and KWDC Handbook	Fill out the KWDC station handbook acknowledgment found here: https://goo.gl/forms/C55LaVIQDRBdzwJl1
8/26		
8/28		
8/30	Refresher: What is Sound? 7 Important Characteristics and How to Listen	KWDC News, Sports and WX at 12:35
2	Lab: Refresher on Recording and Adobe Audition	Quiz #1 What is sound?
No Class		
9/4	Lecture: Audio Editing Transitions (segue, cuts, crossfades, fade)	Pre-production Lab: Produce Content for KWDC 93. 5
9/6		KWDC News, Sports and WX at 12:35
3	KWDC Training with Lab tech Britney	KWDC Training sign in
9/9		Pre-production Lab: Produce Content for KWDC 93. 5

9/11 KWDC News, Sports and WX at 12:35

9/13

4		Case Study Presentations (in class)
9/16	Module 3: Legal and Ethical Concerns in Broadcasting.	Lab: Produce Content for KWDC 93. 5
9/18		Quiz #2: Legal and Ethical Concerns
9/20		KWDC News, Sports and WX at 12:35

5	Live Event: Guest Speaker	Lab: Produce Content for KWDC 93. 5
9/23	Live Event Planning: KWDC and Rock the Vote	KWDC News, Sports and WX at 12:35
9/25		
9/27	Research and Writing for Radio: Local Issues	

6		
9/30	Module 4: Research and Writing for Radio	Lab: Produce Content for KWDC 93. 5
10/2		KWDC News, Sports and WX at 12:35
10/4	Live sound set ups	

7		Peer edit for IBS submission
10/7	Lecture: Radio Station Marketing & Promotion	Lab: Produce Content for KWDC 93. 5
10/9		KWDC News, Sports and WX at 12:35

10/11

8		IBS Submission Peer Critical Listening
10/14		
10/16	Research and Writing for Radio:	Lab: Produce Content for KWDC 93. 5
10/18-Open Lab		KWDC News, Sports and WX at 12:35
9	Career Readiness	Live Radio Lab: KWDC News, Sports and WX at 12:35
10/21	Lecture:	1pm Campus Conversations
10/23		Lab: Produce Content for KWDC 93. 5
10/25		
10		
10/28	Lab: Produce Content for KWDC 93. 5	Lab: Produce Content for KWDC 93. 5
10/30		KWDC News, Sports and WX at 12:35
11/1		Campus Conversations/Faculty Focus (x3)
11	Lecture: Building your portfolio	KWDC News, Sports and WX at 12:35
11/4		Lab: Building your portfolio
11/6		Campus Conversations/Faculty Focus (x3)
11/8		

12

11/11

No
Class

Lecture: Building your
portfolio

Peer to Peer: edit portfolio

11/13

Guest Speaker: TBA

Campus Conversations/Faculty Focus (x3)

11/15

13

Lecture: Research
Careers in Audio
Broadcasting

Lab: Produce Content for KWDC 93. 5

11/18

Campus Conversations/Faculty Focus (x3)

11/20

11/22

14

11/25 Open lab for editing: KWDC News, Sports and WX at 12:35

11/27 Air check 1pm Campus Conversations

Career Website Produce KWDC airshift

IBS submission THANKSGIVING BREAK 11/28-11/29

15

Open lab for editing:

KWDC News, Sports and WX at 12:35

11/2

Air check

1pm Campus Conversations

11/4

Career Website

Produce KWDC airshift

11/6

IBS submission

16

Final: Submit link to your career website with this
semester's air check and IBS Submission.

12/9

12/12

The final in this course is scheduled for 12/20 from 11-12:50pm. During Fall 2019 we have invited several area radio experts for you to present your final project to.

Grading Criteria This class uses the +/- grading system.

KWDC Station Handbook Acknowledgement	25 points	
Critical Listening Assignment points	25	
Local Issues: Homelessness (research & writing)	50 points	
Health and Wellness (research & writing)	50 points	
KWDC News, Sports and WX at 12:35 (X3)	25 points	
Campus Conversations/Faculty Focus (x3)	75 points	
KWDC Programming/Airshift (creative)	75 points	
Final (Career Website)	50 points	
Social Media Engagement	25 points	The highest pt are 450pts.

405 - 450 A

390 – 404 A-

375 – 389 B+

360 – 374 B

345 – 359 B-

330 – 344 C+

315 – 329 C

300 – 314 C-

285 - 299 D+

270 - 284 D

Below 270 F

FW A grade indicating that the student ceased participating in the class and failed to withdraw in a timely manner

(The instructor reserves the right to modify this syllabus throughout the semester, if necessary.)