

SYLLABUS FORM
WESTCHESTER COMMUNITY COLLEGE
Valhalla, NY 10595

COURSE # **COMM 116**

1. NAME OF COURSE **Radio Production**

2. DATE OF LAST REVISION

Fall 2002
Spring

3. NAME OF REVISOR Prof. William C. Winters

4. NUMBER OF CREDITS

3

5. NUMBER OF CONTACT HOURS PER WEEK

3

6. APPROXIMATE FREQUENCY OF OFFERING THIS COURSE

Every semester

7. PREREQUISITES OR ENTRY LEVEL SKILLS

No prerequisites

8. COREQUISITES

No corequisites

9. PLACE OF THIS COURSE IN CURRICULUM: Required for Curriculum

 Required for College Core X Elective

 Part of Required/Recommended Sequence with (Number of Course) _____

10. IS THIS COURSE DESIGNED FOR TRANSFER? Yes No

11. COURSE OBJECTIVES:

List the course's **learning objectives** and describe how each objective/outcome will be measured.

Objective - Upon successful completion, the student will be able to:	This outcome will be measured by one or more of the following:
Students will learn the basic terms and theories of radio production.	Exams & quizzes
The student will be provided with a basic understanding of the operation of various pieces of audio equipment through demonstrations and actual "hands-on" experience.	As part of several assignments, students will be asked to operate various pieces of equipment, Tapes made at this time will be played back and discussed in class.
The student will develop the ability to actually "produce" a radio program through demonstrations and actual "hands-on" experience.	By listening to a program produced by the student and discussing it in class.
Demonstrate knowledge of the text (& topics discussed in class) by successfully passing quizzes and exams. Complete details on exams and quizzes	Scantron type exams. Quizzes. Homework assignments.

<p>are in the next section "Grading".</p>	
<p>Successfully demonstrate the ability to edit audio tape by actually performing a physical edit on the "Natalie Wood interview" tape. The evaluation will include the physical edit itself and the aural edit (how the splice "sounds").</p>	<p>Listening to the edit in class and discussing its success (or not)!</p>
<p>Demonstrate the ability to operate a mixing console by taking 2 songs and 3 prerecorded pieces of production and mixing these various (recorded) production elements/music and recording them on an audio cassette to be played for the class. (If time permits)</p> <p>Participate in a group recording project by helping to set up mics, mixer, tape recorders, etc. The group will record a 10 minute radio discussion show complete with 2 commercial breaks.</p> <p>Submit at least 7 (written) assignments. Assignments must include equipment lists, neat diagrams and in-depth evaluations where appropriate. Assignments requiring a cassette to be handed in will also require a written paragraph. Typed assignments or very neat handwriting a must! Complete details for each assignment are listed in the weekly schedule on the following pages.</p>	<p>By playing the results in class and subsequent discussion.</p> <p>After listening to the tapes in class, each student will submit a written report.</p> <p>Assignments will be evaluated by the faculty member and judged on their accuracy to the assignment, completeness, and thoroughness.</p>

12. GENERAL EDUCATION OBJECTIVES: Check each of the following Westchester Community College General Education goals that are addressed in this course:

- A. Gaining knowledge of the natural and technological world
- B. Gaining understanding of the individual and human society and its institutions
- C. Gaining an appreciation of human culture and creative expression in their various manifestations
- D. Developing the ability to analyze a situation critically, synthesize, create and articulate an argument or point of view
- E. Developing a sense of personal values and ethics, as well as openness to differing perspectives and assumptions
- F. Gaining the ability to gather and integrate information, and communicate effectively through reading, writing, speaking, mathematics and information technology
- G. Utilizing the methods of inquiry of the various disciplines to promote intellectual growth;
- H. Gaining an historical perspective
- I. Gaining a global perspective
- J. Striving for an emotionally and physically healthy lifestyle, and the pursuit of self-insight

General Education Objectives Indicate objective by letter.	How the Course achieves this objective.	This objective will be measured by one or more of the following:
A	Through the text and handout sheets.	Exams,; quizzes; assignments; class discussions.
F	By having the student read the text and handouts; write assignments; participate in class discussions.	Objective exams, quizzes. Written component will be measured by written assignments. Discussion
H	By reading the handouts & sitting in class	Exams and quizzes.

13. COURSE GRADE

1. EXAMS count as 55% of your grade. There are usually four exams during the semester, including the final. **Missed exams will be penalized by -20 points and must be made up before the next class meeting.** See Prof. Winters concerning time to take a makeup. No exam grade will be dropped. There are no exemptions from the final. An exam missed and not made-up will be counted as a zero. Exams cover the text, assignments and topics discussed in class, so take notes!! Exams are usually the "Scantron" type exam.
2. QUIZZES count as 05% of your final grade. Some are unannounced and will usually cover the current chapter. There may be 2 or more quizzes each semester. **A missed quiz will be penalized by -20 points.** Make-ups must be taken before the next class meeting. A quiz missed and not made up will be counted as a zero. If no quizzes are given, "EXAMS" will count as 60% of grade.

3. ASSIGNMENTS count as 40% of your grade. There will be at least 7 assignments during the semester. Some assignments are "written", others require "hands on" work (like editing). **Late assignments will be penalized by -20 points** and will be accepted only up to the next class meeting (after that it counts as a zero). One assignment grade **may** be dropped. PLEASE NOTE that some assignments will require the use of equipment in the Media Center or in AAB 222 (the Media Classroom) during YOUR SPARE TIME. Some assignments also assume that you have some audio equipment available to you (tape recorder, turntable, speakers, etc.). If you do not have any equipment at home, arrangements can be made to use the equipment in our classroom, AAB222. All assignments must be typed or neatly handwritten. Typewriters and computer word processing are available (free) in the Library. All assignments must be done on standard 8 1/2 x 11 typing paper or lined loose leaf (nothing torn out of a spiral notebook). Note: some assignments may be done in conjunction with the college's radio station, WARY-FM. If you are a member of WARY, please talk to me about doing assignments at the station's facilities.

4. ATTENDANCE conforms with present college policy. You are advised to miss no more than 6 hours of class for this course. Above 6 absences can result in lowering of your grade. Over 6 hours of cuts will disqualify you from end of semester benefits (like a dropped assignment grade.)

14. INSTRUCTIONAL METHODS: List the different instructional methods you might use, in the course of the semester. List supplementary learning options, if any

Instructional methods will include class lecture and discussion, chalkboard, overhead transparencies, slides, video and audio tapes, computer demonstrations with cd and dvd roms, and equipment demonstrations.

SUPPLEMENTAL LEARNING OPTIONS would include the opportunity to work at the college FM radio station, WARY-FM, which broadcasts throughout middle Westchester County. Some of your coursework may be performed at WARY.

15. TOPIC OUTLINE

Radio Production Schedule (Revised Fall 2002)

Week 1 Overview
 History of Radio
 Structure of a radio station
 Logs

Assignment 1: Keep a 1-hour "radio log" of a commercial radio station (not WARY or any other non-commercial station). It will be easier if you tape this hour first. Write down (in a "list" format) everything the station plays in 1 hour -- songs, jingles, commercials, promos, news, weather, etc. Identify the station, time, & who is speaking -- DJ, news person, recorded. Do not pick a time when the station is playing an "hour of uninterrupted music"! Assignment **MUST BE TYPED**.

Week 2 Chapter 1 The Production Studio

Assignment 2:

Page 17 Project 1 Tour a radio station OR

Page 18 Project 3 Draw WARY's production studio flow chart. OR

Draw diagrams of your audio equipment in use at home. Include the amp/tuner/receiver, CD player or turntable, and cassette tape recorder (or MiniDisc etc.). Be sure to include **all** "buttons and knobs" and clearly label them all. **Neatness counts** (use a ruler!).

Week 3 Chapter 2 Digital Audio Production

Assignment 3:

Page 33 Project 2 Build a music bed OR

Page 33 Project 3: Record a voice & music bed commercial OR

Record a cluster of radio commercials and transcribe **one** of their complete scripts onto paper (**typed**). Note what kind of voices, music, and sound effects were used to communicate the ideas. Include the audio cassette of the commercial (**properly cued please**). Include the station and the time of day.

Week 4 Exam 1: History of radio; structure of a radio station; Chapters
1 & 2

Chapter 3: The audio console

- Week 5 Chapter 4 Microphones
Assignment 4:
Written report on various microphones used to record a “round-table” radio discussion show.
- Week 6 Chapter 5 Digital players/recorders
Assignment 5
Page 86 Project 3 Record a CM/PSA that uses a sound effect OR
Written report on your digital recorder OR
CD report
- Week 7 Exam 2: Chapters 3, 4, 5
- Week 8 Chapter 6: Analog players/recorders
Assignment 6
Page 105 Project 2 Record several generations (4) of analog audio
OR
Analog recorder report OR
Turntable report
- Week 9 Chapter 7 Audio Editing
Assignment 7 Natalie Wood editing project (to be done in class)
- Week 10 Chapter 8 Speakers, cables, connectors & accessories
Assignment 8 written report on home loudspeakers (include a 1 paragraph evaluation, diagram of speaker showing all details, and a 2nd diagram of room speaker placement). Answer questions on handout.
- Week 11 Exam 3 Chapters 6, 7, 8
- Week 12 Chapter 9 Signal Processing
Assignment 9:
record a commercial using signal processing OR
record a cluster of commercials off-air. Bring in tape cued to a commercial that used signal processing.
- Week 13 Chapter 11 Production situations
Assignment 10
Record an air-check tape OR
Record a cluster of radio commercials and transcribe one of their complete scripts onto paper (typed). Note on a sheet of paper what kind of voices,

music, and sound effects were used to communicate the ideas. Include the audio cassette of the commercial (**properly cued please**). Include the station and the time of day.

Week 14 Chapter 12 Internet radio & other Distribution Techniques
Assignment 11:

Page 200 Project 1: Write a report on the web sites of 2 radio stations

Week 15 Chapter 10 Multitrack production (if time permits)

Week 16 Final Exam, with emphasis on Chapters 9, 11, 12, 10 (if covered). Review section will include questions from the earlier exams.

16. UNIQUE ASPECTS OF COURSE

This is the only course on campus devoted to the “technology” of producing modern radio programs.

APPENDIX I: REQUIRED TEXTS AND/OR MATERIALS REQUIRED BY THE STUDENT (Include Supplementary Readings)

Required text: Radio Production Worktext (Fourth Edition) by David Reese & Lynne Gross; Focal Press, 2002.. There will be some supplemental handouts that you are required to learn.

APPENDIX II: - CATALOG DESCRIPTION:

COMM 116 Radio Production: A hands-on course designed to establish working skills in the various areas of radio production. Areas covered include basic sound theory, audio tape recorders, microphones (types and uses), audio consoles and mixing, audio tape editing. Finished products may be aired on WARY-FM. No pre-requisite. Formerly course #060361.

APPENDIX 3: BIBLIOGRAPHY OF SOURCE MATERIAL

All these books and many others are available for your reference in Prof. Winters office. See also the various trade magazines located on the rack in the back of AAB222.

AM-FM Broadcast Operations by Harold Ennes; Howard Sams.

Modern Radio Station Practices by Johnson and Jones; Wasworth.

Audio in Media by Stanley Alten; Wadsworth

Radio Production by Michael Keith; Focal Press

Modern Radio Production by O'Donnel, Benoit, Hausman; Wadsworth

Advanced Audio Production by Ty Ford; Focal Press.

The Sound Studio by Alec Nisbett; Focal Press

APPENDIX 4

Instructor: Professor William C. Winters

Office: Academic Arts Building, 2nd Floor, Room 222.

Office Hours: By appointment or walk-in (office hours are posted on bulletin board outside AAB222 and on door to AAB222).

Phone: 785-6449 (office) (home) 769-9433

Bill.Winters@SUNYWCC.EDU

Scheduled class meetings: Mondays 2:00-2:50 PM AAB 222
 Wednesdays 2:00-2:50 PM AAB 222
 Fridays 2:00-2:50 PM AAB 222

Please note that we may occasionally meet in AAB 224, TV Studio.

