This course syllabus is intended as a set of guidelines for RTVB 1409. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:

Andy Chiles  
achiles@dcccd.edu  
972-273-3571  
Office: G-336  
MW 12:30 – 2:00 PM  
Tuesday 1:00 PM – 2:00 PM  
Thursday 2:00 PM – 3:00 PM

Course Information

Course title: Audio/Radio Production  
Course number: RTVB 1409  
Section number: 73201  
Credit hours: 4  
Class meeting time: MW 10:00 AM – 12:15 PM  

Course description: An introduction to the concepts and techniques of sound production, including basic recording, mixing, and editing techniques with special emphasis regarding the television/film industry. Operational and basic technical concepts of audio equipment, recording techniques, and principles of sound are discussed with reinforcement provided by practical applications, demonstrations, and projects.

Course prerequisites: RTVB 1305 or permission from instructor
Required or Recommended Textbooks and Materials

The text for this course is *Audio Basics* by Stanley R. Alten. Wadsworth Publishing, 2012. ISBN: 978-0495-91356-6. This text plus additional outside assigned readings will be included in the testing materials.

The following supplies will be needed for lab projects:
1 set headphones with 1/4” connector
External Hard Drive formatted for Mac (needed for most video classes) or 1GB+ Jump Drive

Course Objectives

On successful completion of this course, the student will be familiar with basic digital and analog audio recording techniques, microphone technology, audio engineering, signal processing, and sound design.

Specific Student Learning Outcomes

All students at the RTVB 1409 course level will demonstrate a 70% level of achievement/proficiency on a course exam that emphasizes defining terminology applicable to the audio/radio industry.

All students at the RTVB 1409 course level will demonstrate a 70% level of achievement/proficiency on a rubric for operating a variety of production equipment including microphones, audio consoles, reverb, delay and other digital effects, amplifiers, speakers, equalizers, digital audio workstations and related equipment.

All students at the RTVB 1409 course level will demonstrate a 70% level of achievement/proficiency from a rubric for producing audio programs that includes microphone techniques, recording, mixing, and editing.

All students at the RTVB 1409 course level will demonstrate a 70% level of achievement/proficiency on a rubric for designing and completing audio productions from concept and scripting through post production.

The student will demonstrate a working knowledge of studio and location microphone techniques, Foley, and postproduction sound recording.

The student will demonstrate a working knowledge of interconnection of audio equipment into a system by developing a written design for a basic audio system.

The student will demonstrate a working knowledge of Pro Tools software.

The student will demonstrate a working knowledge of the recording process through written & practical exams, projects, and lab exercises.
Course Outline

See Appendix A for detailed Outline

Means of Assessment of Course Learning Outcomes

Learning outcomes will be assessed by projects, written papers, quizzes and exams

Evaluation Procedures

20% Daily Grades (assignments, quizzes, participation, attendance and extra credit)
20% Exams (midterm, final)
20% Papers
40% Lab Productions

Exams and Assignments

Two major exams (Midterm and Final)
Three papers over current audio production technology
Quizzes over lecture and reading
Lab productions

Grading Scale

Students will receive numerical grades for all assignments, labs, tests and quizzes based on the following scale:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = below 60

Discipline/ Course/ Department/Policies

Late Paper /Assignment Policy: The Video Technology department enforces a zero tolerance late policy. Assignments and projects handed in after the deadline will not be accepted.

Student Responsibilities: Students are responsible for the information in the syllabus and should consult it for questions concerning course requirements and policies. Students are expected to attend all class meetings unless excused by the instructor by prior permission. Students will be responsible for all material missed due to absences and should obtain information from other students. Do not ask the instructor if we “did anything” in class. 10 points will be deducted from the attendance grade for each absence; 5 points for each tardy.

Exams must be taken on the date and time scheduled. No one will be admitted to class after an exam or quiz is distributed. Make-up exams may be given provided the student is absent due to
certifiable medical or extreme personal need. The instructor must be notified prior to the administration of the exam. Quizzes will not always be announced in advance, but will occur in tandem with assigned reading and/or lecture content. A missed quiz must be made-up before the next class meeting. All papers must be printed and turned in by the deadline. Do not email your papers. The assignment is not complete if it is not printed on time. Students will be held financially accountable for any damage to equipment or the facility. If damage occurs, the college will seek restitution and will hold the student’s grades until the damage is paid for. By enrolling in this course you are agreeing to the terms of this policy. If you have a problem with any equipment, please notify the instructor or TA immediately.

**Classroom Etiquette:** Turn your cell phone off in class.
No food or drinks allowed in the studio, editing bays or control room
Please pick up your trash and help keep the facility clean
Please respect the rights of others in class and lab
Laptops etc…may be used for note taking and research (not for game playing and surfing during lecture!)

**Learning Outcomes Map to Performance Objectives**

<table>
<thead>
<tr>
<th>SCANS Competencies</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resources</strong></td>
<td></td>
</tr>
<tr>
<td>C1 Allocates Time</td>
<td>All assignments: Assignments due on specific dates, students must complete outside lab assignments on their own time.</td>
</tr>
<tr>
<td>C2 Allocates Money</td>
<td>N/A</td>
</tr>
<tr>
<td>C3 Allocates Material &amp; Facility Resources</td>
<td>All assignments: Students must reserve equipment, facilities and other production resources</td>
</tr>
<tr>
<td>C4 Allocates Human Resources</td>
<td>All Projects: Students must coordinate with others as talent in their productions</td>
</tr>
<tr>
<td><strong>Interpersonal</strong></td>
<td></td>
</tr>
<tr>
<td>C5 Participates as a Member of a Team</td>
<td>Project 4: Students work together as crew (talent, sound mixer, boom operator) to record a radio drama.</td>
</tr>
<tr>
<td>C6 Teaches Others</td>
<td>All Projects: Students will critique the work of others and will offer specific suggestions for change.</td>
</tr>
<tr>
<td>C7 Serves Clients/Customers</td>
<td>All Projects: Students must complete projects to meet simulated audience/customer/client needs and requirements.</td>
</tr>
<tr>
<td><strong>Information</strong></td>
<td></td>
</tr>
<tr>
<td>C8 Exercises Leadership</td>
<td>N/A</td>
</tr>
<tr>
<td>C9 Negotiates to Arrive at a Decision</td>
<td>N/A</td>
</tr>
<tr>
<td>C10 Works with Cultural Diversity</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>C11 Acquires and Evaluates Information</strong></td>
<td>Paper Assignments (3): Students will research new trends in the audio industry</td>
</tr>
<tr>
<td><strong>C12 Organizes and Maintains Information</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>C13</td>
<td>Interprets and Communicates Information</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>C14</td>
<td>Uses Computers to Process Information</td>
</tr>
</tbody>
</table>

**Systems**

<table>
<thead>
<tr>
<th>C15</th>
<th>Understands Systems</th>
<th>Lab Project: Students will configure a working audio system</th>
</tr>
</thead>
<tbody>
<tr>
<td>C16</td>
<td>Monitors and Corrects</td>
<td>Students self-critique and revise assignments as necessary.</td>
</tr>
<tr>
<td>C17</td>
<td>Improves and Designs Systems</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Technology**

<table>
<thead>
<tr>
<th>C18</th>
<th>Selects Technology</th>
<th>All projects. Students must select and check out appropriate equipment for specific project needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>C19</td>
<td>Applies Technology to Task</td>
<td>All projects require the use of audio technology</td>
</tr>
<tr>
<td>C20</td>
<td>Maintains and Troubleshoots Technology</td>
<td>All projects: Students will troubleshoot audio equipment to identify problems.</td>
</tr>
</tbody>
</table>

**Basic Skills**

<table>
<thead>
<tr>
<th>F1</th>
<th>Reading</th>
<th>All assignments: Students will read assigned text materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2</td>
<td>Writing</td>
<td>Students will write 3 short papers on current audio technology</td>
</tr>
<tr>
<td>F3</td>
<td>Arithmetic / Mathematics</td>
<td>Students will use math to express the relationship between frequency and wavelength, time delay and echo</td>
</tr>
<tr>
<td>F4</td>
<td>Listening</td>
<td>Students listen to and critique projects</td>
</tr>
<tr>
<td>F5</td>
<td>Speaking</td>
<td>All projects: Students are required to participate in oral critiques</td>
</tr>
</tbody>
</table>

**Thinking Skills**

<table>
<thead>
<tr>
<th>F6</th>
<th>Creative Thinking</th>
<th>All projects: Students will have latitude in the choice and treatment of a subject. Students are encouraged to be creative.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F7</td>
<td>Decision Making</td>
<td>All projects: Students must make editing decisions in order to craft a cohesive story</td>
</tr>
<tr>
<td>F8</td>
<td>Problem Solving</td>
<td>All projects: Students will use techniques taught in class to solve technical problems during recording</td>
</tr>
<tr>
<td>F9</td>
<td>Seeing Things in the Mind's Eye</td>
<td>All Projects: Students will create scripts based on how the final project should sound</td>
</tr>
<tr>
<td>F10</td>
<td>Knowing How To Learn</td>
<td>N/A</td>
</tr>
<tr>
<td>F11</td>
<td>Reasoning</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Personal Qualities**

<table>
<thead>
<tr>
<th>F12</th>
<th>Responsibility</th>
<th>Projects: Students strive for professional-grade projects. Improvement in production is expected in each project. Students are also expected to adhere to due dates and project requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F13</td>
<td>Self-Esteem</td>
<td>N/A</td>
</tr>
<tr>
<td>F14</td>
<td>Social ability</td>
<td>Project 4: Students are expected to work together as a crew</td>
</tr>
<tr>
<td>F15</td>
<td>Self-Management</td>
<td>All assignments: Students will monitor progress to insure deadlines are met, and to insure concept mastery. Students needing extra assistance are expected to seek help in open lab</td>
</tr>
</tbody>
</table>
Core Curriculum Intellectual Competencies
This course reinforces all of the 6 Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board. The CCIC’s identified by the DCCCD which are reinforced by RTVB 1409 are as follows:

1. **READING:** Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents.
2. **WRITING:** Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience.
3. **SPEAKING:** Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience.
4. **LISTENING:** Listening at the college level means the ability to analyze and interpret various forms of spoken communication.
5. **CRITICAL THINKING:** Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies.
6. **COMPUTER LITERACY:** Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information.

ARTS, BUSINESS, SPORTS SCIENCE, AND TECHNOLOGY DIVISION
Office Hours: 8:00 a.m. – 6:00 p.m. Mon-Thu, 8:00 a.m. - 4:30 p.m. Fri
Location: T135, Telephone: 972-273-3450

INSTITUTIONAL POLICIES

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion."
1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student's test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by: Thursday, April 16, 2015. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise...
caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

FINANCIAL AID STATEMENT
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

COUNSELING SERVICES (A311)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

**TESTING CENTER (A 425)**
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
- No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
- No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request your test:
1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd}, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.
**IMPORTANT DATES**

Tuesday, November 4, 2014  
Schedule becomes “viewable” on web

Tuesday, November 18, 2014  
Priority Registration Begins

Monday, November 24, 2014  
Regular Registration Begins

Wednesday, January 14, 2015  
Registration Ends

Tuesday, January 20, 2015  
Semester Begins

Monday, February 2, 2015  
Certification / Lock Date

Thursday, February 19, 2015  
District-wide Staff Development, NO CLASSES

Friday, February 20, 2015  
District-wide Day-of-Service, NO CLASSES BEFORE 5:00pm

Monday, March 9, 2015  
Spring Break Begins, NO CLASSES

Monday, March 16, 2015  
Classes Resume

Friday, April 3, 2015  
Spring Holiday, NO CLASSES

Thursday, April 16, 2015  
Last Day to Withdraw with “W”

Monday, May 11, 2015  
Finals Week begins

Thursday, May 14, 2015  
Spring Semester Ends
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lab</th>
<th>Assignment/Due*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 20</td>
<td>Introduction to Course  &lt;br&gt; Physics and Psychophysics of Sound</td>
<td>Ch. 1 &amp; 2</td>
</tr>
<tr>
<td>1 - 27</td>
<td>Acoustics and Psychoacoustics  &lt;br&gt; Sound Studio Design</td>
<td>Ch. 3</td>
</tr>
<tr>
<td>2 - 3</td>
<td>Digital Editing  &lt;br&gt; Pro Tools Editing Lab</td>
<td>Ch. 12  &lt;br&gt; Production #1 (Editing)</td>
</tr>
<tr>
<td>2 - 10</td>
<td>Pro Tools Lab  &lt;br&gt; Microphones</td>
<td>Ch. 6</td>
</tr>
<tr>
<td>2 - 17</td>
<td>Microphones  &lt;br&gt; Recording Speech  &lt;br&gt; Radio Scripts</td>
<td>Ch. 7  &lt;br&gt; Production #2 (Radio Spot 1)  &lt;br&gt; Paper #1 – Microphones</td>
</tr>
<tr>
<td>2 - 24</td>
<td>Mixers, Consoles and Control Surfaces</td>
<td>Ch. 8</td>
</tr>
<tr>
<td>3 - 3</td>
<td>Mixers, Consoles and Control Surfaces</td>
<td></td>
</tr>
<tr>
<td>3 - 17</td>
<td>Radio Spot Lab</td>
<td>Production #3 (Radio Spot 2)</td>
</tr>
<tr>
<td>3 - 24</td>
<td>Analog and Digital Recording</td>
<td>Ch. 6 &amp; 10</td>
</tr>
<tr>
<td>3 - 31</td>
<td>Midterm Review / Exam</td>
<td>Production #4 (Radio Spot 3)  &lt;br&gt; Paper #2 – Location Sound Recording</td>
</tr>
<tr>
<td>4 - 7</td>
<td>Signal Processing</td>
<td>Ch. 11</td>
</tr>
<tr>
<td>4 - 14</td>
<td>Loudspeakers &amp; Monitoring  &lt;br&gt; Location Recording Lab</td>
<td>Ch. 5 &amp; 13</td>
</tr>
<tr>
<td>4 - 21</td>
<td>Sound Design</td>
<td>Ch. 15  &lt;br&gt; Production #4 (Radio Show)</td>
</tr>
<tr>
<td>4 - 25</td>
<td>Sound Effects/Music</td>
<td>&lt;br&gt; Paper #3 – Sound Design</td>
</tr>
<tr>
<td>4 - 28</td>
<td>Sound Design Lab</td>
<td></td>
</tr>
<tr>
<td>5 - 5</td>
<td>Sound Design Lab</td>
<td>Production #5 (Sound Design)</td>
</tr>
<tr>
<td>5 – 10</td>
<td>Final Exam</td>
<td></td>
</tr>
</tbody>
</table>