

MASTER SYLLABUS

Course Discipline Code & No: COM 150 Title: Introduction to Radio Production Effective Term Fall 09
 Division Code: HSS Department Code: HUM Org #: 11520
 Don't publish: College Catalog Time Schedule Web Page

Reason for Submission. Check all that apply.
 New course approval Reactivation of inactive course
 Three-year syllabus review/Assessment report Inactivation (Submit this page only.)
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.

<input type="checkbox"/> Consultation with all departments affected by this course is required.	<input type="checkbox"/> Total Contact Hours (total contact hours were: _____)
<input type="checkbox"/> Course discipline code & number (was _____)* *Must submit inactivation form for previous course.	<input type="checkbox"/> Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
<input type="checkbox"/> Course title (was _____)	<input type="checkbox"/> Pre-requisite, co-requisite, or enrollment restrictions
<input checked="" type="checkbox"/> Course description	<input type="checkbox"/> Change in Grading Method
<input checked="" type="checkbox"/> Course objectives (minor changes)	<input checked="" type="checkbox"/> Outcomes/Assessment
<input type="checkbox"/> Credit hours (credits were: _____)	<input checked="" type="checkbox"/> Objectives/Evaluation
	<input type="checkbox"/> Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson New resources needed All relevant departments consulted

Print: Debra Blair Signature: [Signature] Date: 5/18/09
 Faculty/Preparer

Print: Paulette Grotman Signature: [Signature] Date: 5-15-09
 Department Chair

Division Review by Dean
 Request for conditional approval
 Recommendation Yes No [Signature] MAY 29 2009
 Dean's/Administrator's Signature Date

Curriculum Committee Review
 Recommendation [Signature] 9.14.09
 Tabled Yes No Curriculum Committee Chair's Signature Date

Vice President for Instruction Approval
[Signature] 9/15/09
 Vice President's Signature Date

Approval Yes No Conditional

Do not write in shaded area.
 Log File 4/1/09 Ecopy Banner 9/18 C&A Database 9/18 C&A Log File 9/18/09 Basic skills Contact fee

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

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***Complete ALL sections which apply to the course, even if changes are not being made.**

Course: COM 150	Course title: Introductio n to Radio Production
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Credit hours: 3 If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table style="width:100%"> <tr> <td></td> <td style="text-align:center"><u>Student</u></td> <td style="text-align:center"><u>Instructor</u></td> </tr> <tr> <td>Lecture:</td> <td style="text-align:center">45</td> <td style="text-align:center">45</td> </tr> <tr> <td>Lab:</td> <td style="text-align:center">___</td> <td style="text-align:center">___</td> </tr> <tr> <td>Clinical:</td> <td style="text-align:center">___</td> <td style="text-align:center">___</td> </tr> <tr> <td>Practicum:</td> <td style="text-align:center">___</td> <td style="text-align:center">___</td> </tr> <tr> <td>Other:</td> <td style="text-align:center">___</td> <td style="text-align:center">___</td> </tr> <tr> <td>Totals:</td> <td style="text-align:center"><u>45</u></td> <td style="text-align:center"><u>45</u></td> </tr> </table>		<u>Student</u>	<u>Instructor</u>	Lecture:	45	45	Lab:	___	___	Clinical:	___	___	Practicum:	___	___	Other:	___	___	Totals:	<u>45</u>	<u>45</u>	Are lectures, labs, or clinicals offered as separate sections? <input type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input checked="" type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section	Grading options: <input type="checkbox"/> P/NP (limited to clinical & practica) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades
	<u>Student</u>	<u>Instructor</u>																						
Lecture:	45	45																						
Lab:	___	___																						
Clinical:	___	___																						
Practicum:	___	___																						
Other:	___	___																						
Totals:	<u>45</u>	<u>45</u>																						

Prerequisites. Select one:

College-level Reading & Writing
 Reduced Reading/Writing Scores (Add information at Level I prerequisite)
 No Basic Skills Prerequisite (College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment <small>(Can be taken together)</small>	Corequisites <small>Must be enrolled in this class also during the same semester)</small>
_____	___	___	___	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	___	___	___	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	___	___	___	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	___	___	___	<input type="checkbox"/>	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
_____	___	___	___
<input type="checkbox"/> and <input type="checkbox"/> or _____	___	___	___
<input type="checkbox"/> and <input type="checkbox"/> or _____	___	___	___

Enrollment restrictions (In addition to prerequisites, if applicable.)

and or Consent required
 and or Admission to program required
 and or Other (please specify): _____
 Program: _____

Please send syllabus for transfer evaluation to:
 Conditionally approved courses are not sent for evaluation.
 Insert course number and title you wish the course to transfer as.

E.M.U. as CTAT 131 and CTAT 169
 _____ as _____
 U of M as _____
 _____ as _____
 _____ as _____
 _____ as _____

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<p>Course COM 150</p>	<p>Course title Introduction to Radio Production</p>	
<p>Course description State the purpose and content of the course. Please limit to <u>500</u> characters.</p>	<p>This performance-based course introduces students to the world of radio production. Instruction in the basic fundamentals of radio allows students to experience the hands-on processes involved, including equipment operation and editing software, mixing and editing techniques, and the production process. With this knowledge, students create a variety of live and edited projects including promos and a weekly show on WCC's own radio station, Orchard Radio. A brief overview of the history of radio and an understanding of the terminology complete this course.</p>	
<p>Course outcomes List skills and knowledge students will have after taking the course.</p> <p>Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.</p>	<p>Outcomes (applicable in all sections)</p> <ol style="list-style-type: none"> 1. Operate equipment for live productions. 2. Produce programs for broadcast. 3. Operate equipment for recorded productions. 4. Perform basic editing techniques. 5. Define basic radio terminology. 	<p>Assessment Methods for determining course effectiveness</p> <hr/> <p>COM 150 Assessment Form (Live Production) for Outcomes 1 and 2. COM 150 Assessment Form (Recorded Productions) for Outcomes 2, 3 and 4.</p> <p>COM 150 Departmental Exam for Outcome 5.</p>
<p>Course Objectives Indicate the objectives that support the course outcomes given above.</p> <p>Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.</p>	<p>Objectives (applicable in all sections)</p> <ol style="list-style-type: none"> 1. Operate equipment, using proper levels and mixing skills for live broadcasts. Equipment includes: <ul style="list-style-type: none"> <u>Audio Board</u> <ul style="list-style-type: none"> • Faders • EQ • Mute • Solo <u>Microphone(s)</u> <ul style="list-style-type: none"> • Pick-up Pattern <u>CD player</u> <u>Broadcast monitor</u> 2. Produce a variety of programs (live and recorded) for broadcast using the production process. The production process includes: <ul style="list-style-type: none"> • Pre-production • Production • Post-production 3. Operate equipment, using proper input level, mixing and editing techniques for recorded productions. Equipment includes: <ul style="list-style-type: none"> <u>Audio Board</u> <ul style="list-style-type: none"> • Faders • EQ • Mute 	<p>Evaluation Methods for determining level of student performance of objectives</p> <hr/> <ol style="list-style-type: none"> 1. 30-60 second Public Service Announcement (live) 2. 3-5 minute radio drama (recorded) 3. Final Examination

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	<ul style="list-style-type: none"> • Solo <p><u>Microphone(s)</u></p> <ul style="list-style-type: none"> • Pick-up Pattern <p><u>CD player</u> <u>Audio Editing Software</u></p> <p>4. Edit various sound elements together using various mixing techniques to create a variety of recorded productions. Techniques include:</p> <ul style="list-style-type: none"> • Cutting • Pasting • Fading In and Out • Cross-fades • Segues <p>5. Define terminology used in the radio industry. Terminology will include, but is not exclusive to, the following terms:</p> <ul style="list-style-type: none"> • Front-sell • Back-sell • Linear • T&T (Time and Temperature) • Day Part • Cross-fade • Segue 	
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List all new resources needed for course, including library materials.

Student Materials:

List examples of types	Modern Radio Production by Hausman, Messere and Benoit. 7 th edition.	Estimated costs
Texts Supplemental reading Supplies Uniforms Equipment Tools Software		\$ 100.00

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course.	
<input type="checkbox"/> Level I classroom Permanent screen & overhead projector	<input type="checkbox"/> Off-Campus Sites
<input type="checkbox"/> Level II classroom Level I equipment plus TV/VCR	<input type="checkbox"/> Testing Center
<input checked="" type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation	<input type="checkbox"/> Computer workstations/lab
	<input type="checkbox"/> ITV
	<input type="checkbox"/> TV/VCR
	<input type="checkbox"/> Data projector/computer
	<input type="checkbox"/> Other _____

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Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
1. Operate equipment for live productions.	COM 150 Assessment Form (Live)	Fall of 2011 and every three years thereafter	All sections	All students in sections
2. Produce programs for broadcast.	COM 150 Assessment Form (Live /Recorded)	Fall of 2011 and every three years thereafter	All sections	All students in sections
3. Operate equipment for recorded productions.	COM 150 Assessment Form (Recorded)	Fall of 2011 and every three years thereafter	All sections	All students in sections
4. Perform basic editing techniques.	COM 150 Assessment Form (Recorded)	Fall of 2011 and every three years thereafter	All sections	All students in sections
5. Define basic radio terminology.	COM 150 Departmental Exam	Fall of 2011 and every three years thereafter	All sections	All students in sections

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

COM 150 Assessment Form (Live)

Each student will produce and execute a live production for broadcast. The live production will be scored using the COM 150 Assessment Form (Live) with each category worth five points. The total number of points associated with the live rubric is 60 points. The points will be added and an average will be taken.

COM 150 Assessment Form (Recorded)

Each student will produce, import and edit a recorded production for broadcast. The recorded production will be scored using the COM 150 Assessment Form (Recorded). The total number of points associated with the recorded rubric is 80 points. The points will be added and an average will be taken.

COM 150 Departmental Exam

Each student will take a departmental exam in which they will be asked to define radio production terminology. Each question will be worth one point. The questions will total five points. The points will be added and an average will be taken.

2. Indicate the standard of success to be used for this assessment.

COM 150 Assessment Form (Live)

Success for this assessment will be 70% of the sampling receiving a score of 42 points or higher (42/60).

COM 150 Assessment Form (Recorded)

Success for this assessment will be 70% of the sampling receiving a score of 56 points or higher (56/80).

COM 150 Departmental Exam

Success for this assessment will be 70% of the sampling receiving a score of 3 points or higher (3/5).

3. Indicate who will score and analyze the data (data must be blind-scored).

Instructors within the department and the future advisory committee will score and analyze the data for all assessment tools.

4. Explain the process for using assessment data to improve the course.

Assessment data for all tools will be analyzed and reported to the department every three years. Based on the analysis, changes can be implemented into the course as needed.