

BEN BARBER CAREER TECH ACADEMY
Practicum in Digital Audio Technology
Course Syllabus

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Course Length / Credit - (36) weeks = (2) credit

Course description In this advanced course, students will be responsible for the day-to-day operation of the district's radio station, KMAN-FM. All programming will be written, edited and produced by the students for airing on a daily schedule. Students will also be responsible for covering many events including plays, concerts and newsworthy stories that take place within MISD. Demo reels will be produced for each student for possible consideration of internships with local radio stations.

Tutoring – Tutoring will be available by appointment.

Certifications - There are no industry certifications available at this time. Students do have the opportunity to earn a “Certification of Excellence” showing the students accomplishments and capabilities.

Assessments - All grading will be updated every week. In the 6-week period, there will be at least (2) major grades, (4) Professional Ethics and (4) daily. Professional Ethics is a large part of the course. Students are expected to take part in all class projects. Grades are broken down according to percentages adding up to 100% for the semester.

Daily (Training Stations/writing/worksheets/class participation) = 60%
Major (Assessments, projects) = 40%

The following chart reflects the MISD grading system for grades 9-12:

*A 90-100 *B 80-89 *C 70-79 *F Below 70

An “Incomplete” (I) reflects incomplete student work and is not considered an academic grade. Grades will be posted within 5 days of the completion date of the assignment.

ELIGIBILITY will be determined at each grading period. Student CAN regain eligibility at the 3 weeks grading period if they achieve a passing grade.

Materials - Stereo Headphones

Supplementary Reading - “Radio Production” by Robert McLeish (4th Edition)
“The Radio Station” by Michael C Keith (6th Edition)

Semester/Final Exams

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.

Re-Take Policy: Students will have the opportunity to be successful in this class. In the event students fail to exhibit proficiency on major assessments, they will be encouraged to participate in the re-teaching/re-testing process designed and determined by the teacher. This will be done after school hours. Students will receive their actual grade with the highest being a 70.

- It is the student's responsibility to request re-teaching/re-testing.
- All retakes must be completed prior to the end of each six weeks grading period.
- Midterm or final exams are not to be included in the retake/retest policy.

Academic Dishonesty – Academic dishonesty is outlined in the student handbook and it is the student's responsibility to be familiar with these rules. Cheating, stealing of intellectual property and plagiarism will receive a ZERO and carry disciplinary action.

Consequences for academic dishonesty

Daily Work

- Every Offense
- o Academic and Disciplinary Consequences
- o Assign grade of zero
- o Write a referral
- o Teacher contacts parents
- o Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessments

- Every Offense
- o Academic and Disciplinary Consequences
- o Assign grade of zero
- o Write a referral
- o Teacher contacts parents
- o Consequence from administrator would be a minimum of AC placement
- o An alternative exam or major assessment can be completed for a maximum grade of 70%
- o Academic Associate is notified and will schedule a meeting with student, parent and teacher

LATE WORK

- Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)
- If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

Tardiness – Tardiness will not be tolerated. We will sometimes take pop quizzes as soon as the bell rings. If you are not present you will have to make the quiz up before/after school to receive a grade. After 4th tardy a parent will be notified and a referral will be written upon 5th tardy.

Attendance / Make-up work - Attendance can negatively affect a student's average if they are not present during hands-on training sessions, which cannot be made up. Students needing make-up work will be given a written assignment equal to the amount of training missed.

- The teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in make-up work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absence is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

Lab Rules / Code of Conduct – All students are expected to follow lab rules and the Code of Conduct policy issued by the department. Violation of the Code of Conduct can result in equipment privileges being revoked and written assignments being designated as class work for the remainder of the semester.

Electronic Devices – Students will be allowed to use iPods, MP3 players or any other music player in the classroom during appropriate times. Cell phone usage will also be allowed as long as it does not become a distraction. During the first few days of class, the students will have the opportunity to set up the classroom cell phone usage policy with their instructor.

Parent contact – I encourage all parents to contact me, either through email or phone call, and to visit the lab whenever possible to view many of the projects students will be working on throughout the year.

Classroom Structure – Students will be in class for two hours and thirty minutes, every day. The class will be broken up into two parts, on-air performance and pre-production work for shows. The students will be held responsible for finishing their work by the due date.

Professional Ethics – This grade is assigned once a week. The professional ethics grade is based on being on time, prepared, taking part in class discussion, and other criteria. Participation and attendance are very important to being successful in this class.

Practicum Projects - Practicum level students are required to produce a large project before the conclusion of instruction in their career pathway. This project needs to be discussed and planned with the help of the instructor and completed by the end of the year to show proficiency in the program of study.

BEN BARBER CAREER TECH ACADEMY
Radio Broadcasting III
Course Syllabus

1-6 Weeks	7-11 Weeks	12-16 Weeks
<ul style="list-style-type: none"> -Introductions/Expectations -Blogging/ Social Promotion -Legal ID/PSA/Bumper/Sweeper Production -Show Formation/Station Assignments -Profiles and Staff Photos -Audio Editing (Audition) -Board Training and Test 	<ul style="list-style-type: none"> -DJ Services/Training -ENCO training -Segment Development -Radio Shows (1 hour) -Radio Critiquing -Station Promotion -District Service -Voice Tracking (Live) <p>(Students will be airing radio shows throughout the weeks)</p>	<ul style="list-style-type: none"> -Podcasting -Commercial Sales and Client Acquisition -Remote Broadcasting -Voice Tracking (Live) -Live Guest Interviewing -Using Interviews as Segments -Phone Interviewing <p>(Students will be airing radio shows throughout the weeks)</p>
17-23 Weeks	23-29 Weeks	30-36 Weeks
<ul style="list-style-type: none"> -Skills USA Preparation -Tutorial Creation -Cross Platform Show Presentation -2 hour Radio Shows -Show Critiques <p>(Students will be airing radio shows throughout the weeks)</p>	<ul style="list-style-type: none"> -Best of Shows -Client Based Production -Market Research and Target Demographics -2 hour Radio Shows -Show Critiques <p>(Students will be airing radio shows throughout the weeks)</p>	<ul style="list-style-type: none"> -Industry Interviews -Demo Reel/Portfolio Creation -3 Hour Shows -Legacy Shows -Practicum/Senior Projects <p>(Students will be airing radio shows throughout the weeks)</p>

**Scope and Sequence is subject to change based upon pace of class, student participation, athletic scheduling and block scheduling.*

BEN BARBER CAREER TECH ACADEMY

Media Technology Code of Conduct

Students in the Ben Barber CTA Media Tech courses are encouraged to use creativity in producing, writing, shooting and editing all programs for the department. All programs (video and radio) are eligible for airing on the district's cable TV channel and radio station. To ensure that students produce quality programming worthy of "air time", we ask that students and parents read and sign the following guidelines. Violation of any guidelines will result in a "zero" for the project grade and further punishment to be assessed by administration. Continued violation of the Media Tech Code of Conduct can result in removal from future projects and all Media Tech courses.

- All footage/recordings shot will not violate privacy laws of anyone involved.
- Permission shall be obtained (verbal or written) before interviewing or videotaping individuals and/or groups.
- All music used in any productions (video or radio) will not contain **ANY** phrases or language deemed offensive by the Adult Advisory labeling.
- No offensive phrases and/or language (as deemed by instructors) will be videotaped or recorded using school equipment or materials.
- Nudity of any kind is not allowed in any production or recording.
- Extreme violence (simulated or real) involving weapons or firearms of any type (fake or real) cannot be videotaped or recorded on MISD property.
- No video or radio program shall contain language and/or images discriminating against any race, gender or disability.
- No classes taking place on the Ben Barber CTA campus or any other MISD campus will be disrupted by video or radio recordings.
- Media Tech students are not allowed on any other campus without prior written permission from the campus administration. Violators will be considered trespassers and turned in to MISD Police officials.
- The rules of ethical news reporting shall be followed at all times during production of all video and radio programs.

Parent signature _____

Student signature _____

**Radio/Sports Broadcasting
Syllabus Acknowledgement Form
2019-2020**

I have read, understand, and agreed to the Video Production syllabus distributed for the school year, 2018-2019.

- Syllabus
- Scope and Sequence
- Media Tech Code of Conduct
- Travel Release

TRAVEL RELEASE: There may be times when some Radio/Sports Broadcasting projects necessitate students to leave campus in order to report or interview from a 'remote' location such as another school or local businesses. This will only be done with your permission

_____ Yes, my child has permission to drive his/her own car during productions.

_____ Yes, my child has permission to ride with a student driver during productions.

_____ No, I do not wish my child to leave campus.

Parent signature

Parent name (printed)

Parent Email Address (Provide Phone Number if that is preferred)

Student signature

Student name (printed)

Student Email Address