BEN BARBER CAREER TECH ACADEMY
Radio Broadcasting I
Course Syllabus

Instructor -   Mr. Nathan Wood   **Email -**   nathankwood@misdmail.org
Room –   A129, A101   **Phone # -**   682-314-1562

Course Length / Credit -   (18) weeks = (1) credit

Course description – This is an introductory course exploring the radio broadcasting industry. Students will study several topics including the history of radio, audio editing, FCC rules and regulations, music genres, commercial production, and station personnel. Each student will have an opportunity to write, edit, and produce his or her own radio show to be aired on KMAN-FM.

Tutoring – Tutoring will be available by appointment.

Text/Supplementary Readings - MediaCollege.com

Certifications - At this time there is not a certification offered for this course.

Assessments - All grading will be updated within 5 days of the completion of the assignment. In each 6-week period, there will be at least (2) major grades, (8-10 daily grades). 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.

First 6 weeks: 26 %   Second 6 weeks: 27%   Third 6 weeks: 27%   Semester Exam: 20%

Daily (Training Stations, journals/ worksheets) / Professional Ethics (class participation) = 60%
Major (Assessments, projects) = 40%
Final Exam = 20% of Semester Grade

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. Course credit is awarded for a semester grade of 70 or above. **ELIGIBILITY** will be determined at each grading period.*

Materials -   **Stereo Headphones**, 1 Subject Spiral Notebook

Semester Exams/Finals - 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.

Discipline Policy – If a student chooses to disregard class policies, the following steps will be taken:
- verbal warning
- student will be taken out of lab/production and given an alternate assignment*
- parent call
- student will be sent to their principal

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 makeup 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 makeup 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 makeup 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 absent 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.

Test Re-Take Policy
- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes/corrections in their syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

Tardiness – Tardiness will not be tolerated. After your 4th tardy a parent will be notified and a referral will be written upon the 5th tardy.

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.

Academic Dishonesty – Academic dishonesty is outlined in the student handbook and it is the student's responsibility to be familiar with these rules. Cheating is not acceptable in any scenario. Stealing of any intellectual property, inside or outside of class will result in an automatic zero.
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

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. The labs are to be used ONLY for work in this class unless otherwise specified by the instructor.

Electronic Devices – Students will be allowed to use iPods, MP3 players or any other music player in the classroom during appropriate times. Cell phones are not to be used unless prior permission is given by the instructor. 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 3 hours, every other day. The class will be broken up into two parts, Lecture and Training Stations (Hands-On Training). The students will be held responsible for finishing their training stations by the due date.

Lecture – This section of class will consist of the instructor lecturing the class on the week's topic and the class taking notes and answering a worksheet upon the completion of the lecture.

Professional Ethics – This grade is assigned once a week. The professional ethics grade is based on being on time, being prepared, taking part in class discussion, and other criteria. Participation and attendance are very important to being successful in this class. This grade can be judged in a number of different ways, including: teamwork, project participation, procedure execution, etc.

Radio Broadcasting I
Course Scope and Sequence

1-3 Weeks	4-6 Weeks
Week 1 •Introductions/Expectations •What is sound? •Script Writing/Narrative **Week 2** •Cables and Connectors •Digital Audio Workstation •Editing Introduction/Garageband **Week 3** •Vocal Development/Recognition •Studio Recording •Record prewritten commercial	**Week 4** •Commercial Pre Production •Commercial Production •Commercial Critiques **Week 5** •What is a PSA? •PSA Pre Production/Production •PSA Critiques **Week 6** •Newswriting/Broadcasting •5 W's •Newscast Production
7-9 Weeks	**10-12 Weeks**
Week 7 •Voice Tracking/Music Announcing •Program Log/Rundowns •Commercial Break Creation **Week 8** •Station Operations/Jobs •Show Pre Production/Creation •Board Operation **Week 9** •Podcasting •Segment critiques •Promo creation	**Week 10** •Bumpers/Sweepers/Music/Legal ID •Show Element Production **Week 11** •Segment Development •Tree Diagramming **Week 12** •Show promos with liners •Radio History/Future Trends
13-15 Weeks	**16-18 Weeks**
Week 13 •30 minute show prep •Board Test **Week 14** •30 minute show prep •Traffic and Weather Updates **Week 15** •30 minute show recording •30 minute show reviews/critiques	**Week 16** • Final Show Prep/Production **Week 17** •Final Show Recording •Final Show Critiques **Week 18** •Semester Review and Final

Scope and Sequence is subject to change based upon pace of class, student participation and "A day/B day" 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 Broadcasting 1

Syllabus Acknowledgement Form

2019-2020

I have read, understand, and agreed to the Radio 1 syllabus distributed for the school year, 2019-2020
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- Syllabus
- Scope and Sequence
- Media Tech Code of Conduct

_____   _____
Parent signature   Parent name (printed)

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

_____   _____
Student signature   Student name (printed)

_____
Student Email Address