



RTV 209 Practicum, Spring 2014

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PAC 101

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Office hours: Tuesday and Thursday, 2-4 p.m.

COURSE INFORMATION

Course description (for 109, 209, 309 and 409): Supervised practice and instruction in audio/video and broadcast procedures both on-air and off. Students work in production, news, announcing, writing and other radio and television assignments on radio KKOM, KETR-FM, and KETV Cable Channel 3. Required of all majors and minors for each semester enrolled in RTV.

Student Learning Outcomes

Students will gain experience in broadcasting activities, including announcing, writing, audio production and social media that are applicable to radio, television and on-line communications.

COURSE REQUIREMENTS

Voice tracking 75%

Students will produce "voice track" announcements for KKOM for one four-hour period each week. Voice track announcements will include liners, Community Bulletin Board items, and weather; you'll record them in advance and they'll be scheduled to play at specific times. Instructions will be provided.*

You'll be graded on your attendance (two unexcused absences, C for this aspect of the course; more than two, F). Other factors: quality of announcing (diction, energy, expressiveness) and successful use of the voice-tracking system.

*This component on the class is subject to change depending on technical issues.

“Midnight Special” 25%

Students will produce a 10-15 minute radio “Music Special” featuring the songs of a favorite performer and commentary on the performer and the music. It might also feature a particular genre or style of music. **Due April 25.**

An “A” project will:

- ✓ Be completed on time.
- ✓ Be saved in your shared network folder where I can find it (both mixdown and session).
- ✓ Uploaded successfully to Soundcloud.
- ✓ Contain scripted opening and closing announcements. The last words spoken should be, “This has been a production of the Radio-TV program at Texas A&M University-Commerce. With the KETR Midnight Special, I’m _____.”
- ✓ Contain well-researched factual information about the performer and the songs; this should not just be a “juke box” sequence of songs with no commentary. Submit all scripted material to me as a hard copy (on paper).
- ✓ Contain not fewer than two, nor more than four songs; generally, songs should be about three minutes long. Leave enough time for significant commentary (see above).
- ✓ Songs should be free of profanity; if necessary, use “radio edit” tracks or edit them yourself.
- ✓ Have good quality announcing (you don’t have to do the announcing yourself).
- ✓ Have high-quality audio throughout; not too high, not too low, no distortion.

Assignments that are late will be penalized by one letter grade (10 points). After one week, they’ll be penalized by 20 points.

Sports Broadcasting (percentage of grade depends on level of activity)

At the instructor’s discretion, and with the approval of the A&M-Commerce Sports Information Director (SID), students may choose to participate in sports broadcasting/webcasting activities. The number of sports broadcasting events required, and the effect on your KKOM involvement will be agreed upon between the instructor and the student. Also, the instructor may make a determination that your experience or skill level is not sufficient for certain sports broadcasting activities.

The opportunities include:

Webcast play-by-play/color commentary: These will be live webcasts of A&M-Commerce sports produced by the athletic department, under the direction of the SID. Students will provide play-by-play, color commentary or camera work. You must sign-in each game with the SID, who will provide me with a list of participants.

“A” Quality = well-prepared (know players names on sight, know interesting information about the players and teams); know the rules; keep listeners/viewers well informed (score, down-and-distance, field position, timeouts, player fouls, team fouls, etc.); articulate and flowing speech; appropriate level of energy; professional-quality camera work.

It is possible you might arrange to assist with KETR 88.9 FM (the University's 100,000 watt radio station)'s broadcasts of A&M-Commerce basketball games. If you are interested in this, discuss it with me. ("A" quality = depends on the assignment, but generally: On-time, student cheerfully does what is asked, does tasks to the very best of his or her ability, makes a valuable, useful contribution.)

Writing and Programming Options (percentage of grade depends on level of activity)

At the instructor's discretion, students may write Community Bulletin Board items, weather forecasts, produce KKOM programming logs, or perform other useful tasks for KKOM or KETR. The tasks required, and the effect on your KKOM involvement will be agreed upon between the instructor and the student. Also, the instructor may make a determination that your experience or skill level is not sufficient for certain writing or programming activities.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services, Texas A&M University-Commerce

Halladay Student Services Building, Room 303 A/D.

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamu-commerce.edu

Student Conduct: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct) -- Texas A&M University-Commerce Procedures, 12.01.99.R0.05 Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty.

I reserve the right to make changes to this syllabus as necessary. Any such change will be announced to the students.

COURSE OUTLINE / CALENDAR

Weeks 1 and 2 – overview of the course

Remaining weeks – weekly KKOM voice-tracking requirements; “Midnight Special,” and/or Sports Broadcasting and Writing and Programming duties.

RTV 209 – “Midnight Special” instructions (recording with Adobe Audition)

The board

Audio A (PAC 117-B): Microphone – Channel 1; Computer, Channel 2; CD players, Channel 4.

Audio B (PAC 117-D): Microphone – Channel 1; CD player – Channel 3; Computer, Channel 6.

You don’t need to be concerned about the other channels. Press the “start” button on channel 1 to turn on the mic. The “start” button should always be on for the CD and computer channels.

IMPORTANT: Above each channel, “Pgm 1” must be pressed (lighted). Also, “Pgm 1” must be pressed for that channel to be recorded by the computer.

You will see rotary controls on the right of the board for the volume of the speakers (“Control”) and the headphones (“Headphones”).

By pressing “cue” above each channel, you may hear audio without it going out “over the air” (or, in your case, being recorded by the computer). This is good if you need to try something out while something else is playing.

When the mic is on, the speakers will be muted (silent). This is to prevent feedback.

As you’re recording, keep the levels of the various sources (the mic, the CD, the MD) even (about the same) as they appear on the board and the meter at the bottom of the computer monitor. Levels generally should stay in the green and yellow – stay out of the red.

The computer and Adobe Audition

Log in to the computer using your student ID and My Leo password.

IMPORTANT: We use a shared network that is found on the **RTV (R:)** drive. Our file is labeled “**RTV 209 – semester/year.**” You will save your work in your on the R: drive.

To save your work, choose “save” or “save as” under “file,” and then use the “save in” drop down box. Choose the file with your ID number in “RTV 209” and save to that folder.

To start the assignment, double click on the Adobe Audition icon.

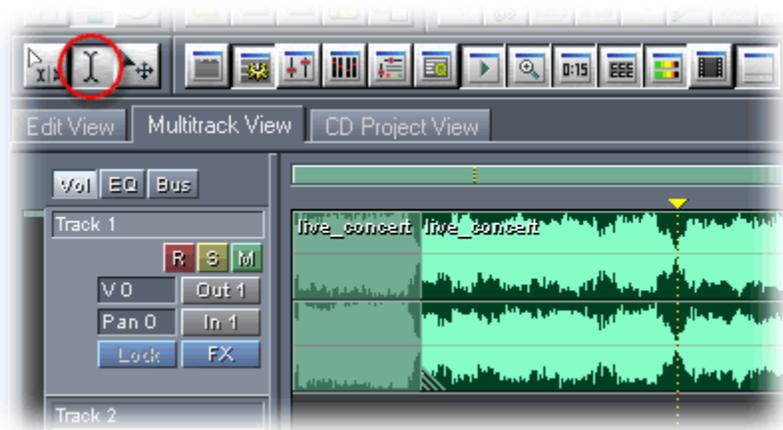
Open your folder in “RTV 209” (using the steps described above) and create a folder for the new assignment. Right click, and under “New,” select “Folder.” Name the folder “(Your name) 209 assignment.”

Double click on the Adobe Audition icon.

Record your voice and music in “Edit” mode (see the tab at the top of the box), according to the specific things that are required in the assignment.

When you’re ready to record, click on the red button in the controls (lower left). You may record your voice and music continuously (going directly from one to the other) or separately. Watch the levels on the board and on Adobe Audition. Try to get into the yellow, but not the red.

Save each new recording to the assignment folder you created above. You might save them as “YourName – Voice 1,” “YourName – Voice 2,” “Music 1, “ Music 2,” etc.



(The above illustration shows three important tools in Adobe Audition: The one circled is the “time/selection” tool named in the next section. The one to its right is the “move/copy clip” tool named later. The one on the left is the “hybrid” tool, which combines the functions of both, and is also named later. The illustration also shows the “Edit” tab and the “Multitrack” tab.)

If you need to edit out delays or other mistakes: Using the “time/selection” tool in the toolbar at the top of the screen (looks like a large cursor; see the illustration above), select the general area you want to edit with a left click, and by dragging the mouse. Then, look for six boxes (three above, three below) with magnifying glasses (see the bottom of the screen). The box in the lower left of the zoom boxes is “zoom to selection.” This will let you see the area you want to edit “blown up,” i.e., much larger. Again, left click and drag to select the area you want to remove, and press “delete” on the keyboard. Then, go to the zoom box on the upper right of the six zoom boxes (“zoom out full both axis”) and this will show the full recording from start to the end. Continue in this way until you’ve completed your editing, then save the item again, always saving to your folder.

Once you have recorded the voice and music items required in the assignment, you’re ready to assemble the various pieces into the finished piece.

Switch to “Multi-track.” (Click on the “Multi-track” tab at the top of the screen.) You’ll now be inserting the voice and music recordings you’ve made and other items in the multi-track.

Choose “Insert” at the top left of the screen, and then “Audio.”

Go to your folder under “RTV 209,” and double click on each of the voice and music items you’ve recorded. They will load into the window on the left.

Drag the items into the multitrack session. I suggest placing your voice recordings on Track 1, and music on Track 2. Any other items could go on Track 3.

Use the “move/copy clip” tool in the tool bar (looks like an arrow and a cross; see the illustration above) to move the various items around. *(Note: You may also use the “hybrid” tool, which works like “move/copy clip” with a right click, and like the “time/selection tool” with a left click.; see the illustration above.)* You should position the items so that each item begins playing immediately as the previous one ends. There should be no “dead air” (silence) between items. You will have a sort of “checkerboard” effect in the multitrack session. Again, you may use the “time/selection tool” to zoom in and position the clips with great precision.

When you have everything positioned as you want it, play the session through from start to finish (a button that looks something like this in the lower left |< will move the timeline to the beginning).

Save the session as “(Your Name).209assign.ses” to your folder.

Now, under “Edit” choose “Mix down all clips.” Your session will be converted to a single file, showing left track (top) and right track (bottom). Save as “(Your Name).209Assign–Mix.wav,” etc., to your file.

Generally, your audio ought to consistently peak at around -6 db on the meter at the bottom of the screen. Select “Hard limiting” under “Effects/Amplitude.”

If you need to make the levels more even (if one part is obviously higher than the other as you look at the wave form on the computer monitor), select the area you want to raise ... go to “effects,” then “amplitude,” then “amplify/fade.” In the “presets” box on the right side, choose “3db boost” (about +50%) or “6 db boost” (about +100%). These commands are also found in the tool bar under “Effects/Amplitude/Amplify-Fade.” If you need to do it twice or more, then do so. When the levels are close to even, save it.

One more thing ... also save the file as an MP3. Do this by going to “File,” and in the save box choose the drop-down box “Save as type” and select “MP3.” Again, save to your file.

IF FOR ANY REASON YOU’RE UNABLE TO SAVE TO THE SHARED NETWORK (RTV/ R: drive), SAVE TO THE “C” DRIVE, IN THE FOLDER “RTV 209.” Create a folder for yourself by clicking on the folder icon in the save box. BE SURE TO TELL DR. DEMPSEY OR A LAB ASSISTANT IF THIS HAPPENS.



MASS MEDIA, COMMUNICATION AND THEATRE

Document of understanding

I have read the syllabus for RTV 209.

By my signature, I acknowledge that I fully understand the requirements of the class and will abide by the rules and guidelines contained in the syllabus. I understand that failure to do so will result in my being dismissed from the class.

PRINT YOUR NAME LEGIBLY: _____

Signed _____ Date _____

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