RTV 309 KETR Practicum, Spring 2014
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Office Hours: TR 1:30-3:00 pm, Wed. 10:00 am – 1:00 pm

COURSE INFORMATION

Required text: *Sound Reporting: The NPR Guide to Audio Journalism and Production* [Paperback], Jonathan Kern. Available: http://www.amazon.com/Sound-Reporting-Jonathan-Kern/dp/0226431789 ~Reading by week listed on the online course web site

HERE ARE THE MOST IMPORTANT POINTS TO REMEMBER:

1. You must submit a **thorough (500+ words) report** to Dr. DeMars ONLY ON the specified date at the end of each month--not earlier or later. Due dates: 2/27, 4/3, and 5/1. Each report must be sent as an attachment emailed ONLY to Tony.DeMars@tamuc.edu. The subject of the email and name of the attachment must be Your Name and date of report ("Bob Smith 2/27 309 report"). You must start at KETR by the week of 2/2 and work through the week of April 27-5/1, with **a minimum of four hours every week**. Report not submitted as assigned lose significant points. **First in the report**: List your full name and total hours to date, showing all dates worked. **Second in the report:** List and discuss the specific work you have done in the previous weeks. **Thoroughly** describe what days and hours you worked and **what you did each of those days, including describing work done to date on your semester project**. Keep a log each time you work. YOU MUST REPORT any time that you clocked in late or clocked out early. The instructor will check the KETR logs. **Third in the report:** Describe what you feel you have learned and benefited from in the work you have done. Be thorough and specific. Talk about your creative ideas and special skills applied to each project. **Fourth in the report:** List and describe what you think could be better for you about the KETR experience. **Fifth in the report:** List the shift(s) you have missed and why you missed it/them, and list assigned project deadlines you have missed and why you missed them. Mention here who at KETR answered questions or provided feedback.
1b. **You must attend scheduled meetings** with the rest of the 309 class, which will be held approximately every other week. You must be ready to critique your work.
1c. Each late or non-submitted report or missed meeting reduces your course grade by a letter grade. Note that if the report is not submitted as required above it is marked not submitted,
2. You must submit **your project work** to Dr. DeMars each time a report is due. You will do this by uploading media and sending the URL in the body of the email when you send the report, or by turning in files on a thumb drive INSIDE a folder named RTV 309 projects. All scripts related to these projects must also be attached to the report email, named YourLastName ProjectName. **Due on the Friday the reports are due**. You must note all deadlines missed to date in each report.
2b. Each late or non-submitted project reduces your course grade by a letter grade.

3. You must contact your KETR supervisor in advance when you cannot make a shift or will be late. **YOU MAY NOT miss any shift except for unforeseen, unavoidable circumstances.** All others are unexcused. Each unexcused absence reduces your course grade by a letter grade. You also will have points deducted for "excused" absences after the third. Being sent away for improper involvement counts as unexcused absence.

4. You must work a minimum of four hours a week every week of the semester with KETR to be eligible for an 'A' in the course or 'B' in the course, regardless of total hours accumulated. You must schedule make-up hours within that week they were missed in the event you miss a shift due to an excused absence. Each hour of absence equals one course absence, and you are subject to be dropped from the course or automatically receiving an 'F' after six absences, per university policy.

5. The KETR Practicum is organized like an internship. The KETR staff endeavors to provide you with a professional radio environment experience and makes recommendations about your grade, but does not assign the grade. Your grade is based on the work you do, discrepancies in meeting expectations as noted in the syllabus, and properly reporting your work to Dr. DeMars. **As a work-type, internship-like experience, you must show up ready to do productive work each time.** Any KETR staff member is authorized to send you away if you are found surfing the Internet, texting, and/or any other similar activity unrelated to the work you are there to do. This will have a major impact on your course grade, in part as noted above regarding the unexcused absence.

CATALOG DESCRIPTION:
See the university catalog online as needed for this description.

OBJECTIVE:
To give each student training and experience in a professional broadcast station working under the supervision of or along side a working broadcast professional. The student should progress to as near professional standard as he/she is capable.

COURSE REQUIREMENTS

CURRICULUM and COMMITMENT:
RTV 309 is an intense study of the practical, technical and artistic application of skills used in the operation of a modern, professional radio station. To this end, RTV 309 practicum students will be trained, according to their abilities and schedules, in the operation of these facilities by the professional staff of KETR. RTV 309 will be run in many ways as a standard internship, except students will receive real and beneficial training and experience in on-air, control room and/or production room skills not available in standard internships. You must have completed RTV 209 before doing RTV 309 and you may not repeat RTV 309 for credit unless approved by the instructor.

Grades will be determined by the amount of progress which is made in each phase of development throughout the semester. Additional determinations will be made on the basis of production expertise, cooperation, enthusiasm, and hard work. Additional practicum hours are available in a variety of areas and will be considered on a first come, first serve basis. The production and practical activities you do are always expected to be done at the highest level of commitment and

professionalism. If a student acts in an unprofessional way while at the station or while representing the station he/she is subject to receiving multiple grade reductions and/or failure of the course. You may not drop Practicum unless you are also dropping all other enrolled RTV courses.

RTV 309 Curriculum (if this is your first time taking 309—if repeating, see below)

1. As a prerequisite for scheduling your regular weekly shift each RTV 309 student must first submit an audio production sample: either one mp3 audio sample, 1 to 2 minutes in length (but not more) containing examples of your voice (such as from KKOM work, class audio production work, etc.), or one mp3 sample, 1 to 3 minutes in length (but not more) containing samples of your audio production. The KETR staff will provide further specifications.
2. Once students begin working with KETR, a schedule of activities and production expectations will be assigned. These may include an Intro Package, Observations, Remote Appearance(s), Underwriting Packages, News Features, an Imaging Package, coverage of meetings, on-location interviews, and a **'semester project.'** (details below) If any project is not completed and turned in by the due date, students will no longer accumulate hours for KETR work until the project is completed and accepted. Failure to submit completed work as assigned and on time will also reduce your RTV 309 course grade. **You must submit an emailed Discrepancy Report to Tony.DeMars@tamuc.edu by 5 pm on the Friday of any week in which you failed to meet any project deadline of that week. Not doing so subjects you to automatically failing the course.** Critiques will be given on projects and included in judgments about the final course grading.
3. All students must clock in and clock out for every shift. Failure to clock in and out, or failure to fill out appropriate forms when doing KETR work away from the studios, will cause you to NOT RECEIVE credit for hours performed.
4. If you are going to be late or miss a shift, each time you MUST call KETR and let someone know. Late arrivals and missed shifts will reduce your RTV 309 grade even when excused, but unexcused absences will impact your grade even further. The KETR Control Room: 903-886-KETR; The KETR Front Desk: 903-886-5848.
5. Other KETR expectations, guidelines, and grading issues will be provided by the KETR staff. If the KETR staff determines that you are not meeting expectations and ends your affiliation with them for the semester, you will fail RTV 309. Find something productive to do every time you do a KETR shift—if the staff sees you sitting and doing nothing, or sleeping, or texting or otherwise dawdling, they are authorized by the instructor to send you away for the day and give you an unexcused absence for that day.

EVALUATION: Students will be evaluated by KETR staff in coordination with the RTV 309 Instructor. Points of evaluation will include successful implementation of the above-stated objectives. Each project will also receive a letter grade score, which is 50% of the course grade, with hours and meeting expectations making up the other 50% of your evaluation grade. However, no matter what the grade on project or performance work, students must perform 40 hours of work with KETR to receive a grade of "C", 50 hours working for KETR to be eligible for a grade of a "B" and 60 hours or more working with KETR for an "A" (and 4 hours minimum per week, every week as noted above). No student regardless of number of hours will receive a grade higher than the quality of their work as determined by their practicum supervisor(s). Students wanting credit for other hours worked (in other practica—like 209 or 409) to be applied toward their RTV 309 grade must receive written permission from the RTV 309 instructor for the hours to be counted.

IMMEDIATE ATTENTION VIOLATIONS:
THE KETR STAFF should have a form available to give you during or at the end of your shift, that essentially says: "*We noticed something in your work today that will have a negative impact on our evaluation of your grade for RTV 309. This is to notify you that this report has been placed in your evaluation record. You should speak to your professor if you have questions."* This will be used for sleeping, texting, daydreaming, doodling, and similar non-productive activities during your shift. (See 'special notes' below.) Each of these you receive will reduce your RTV 309 grade by one letter grade.

ATTENDANCE: Just as in the workplace, unexcused absences will not be tolerated. Each unexcused absence will result in a drop of one full letter grade; the second may also result in release from your position with KETR and failure of RTV 309. In addition, an overabundance of excused absences and/or tardies will cause the possible loss of assigned shifts and production times and may also result in being released from your position with KETR and failure of RTV 309. Each of these factors will also be considered when evaluating final grades. (See more specifics on page 1 of the syllabus.)

GROUP MEETINGS: All RTV 309 students must attend a scheduled group meeting generally about once a month. Exams over the assigned reading will be given at the start of these meetings. Missed exams may not be made up. Preparation materials and assigned reading may be found at www.tonydemars.com – RTV 309 link. After dropping the lowest grade, your course grade will be no better than the average of your exams. Not meeting minimum hours and work expectations may lower this grade. Other exam times will also be scheduled in non-meeting weeks.

BEHAVIOR: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. Practicum in the radio and television department of Texas A&M - Commerce is a professional assignment. Students are expected to exhibit professional conduct and behavior toward the supervisor and other students at all times. Instructions of supervisors (including student directors) must be followed at all times. Students who speak at an extraordinary volume, yell, use profanity or otherwise show a lack of proper respect are subject to expulsion from and failure of the practicum. Each incident where a student is sent away from practicum work counts as an unexcused absence and causes possible failure of the course.

SPECIAL NOTES:
• All conversation engaged in during Practicum hours must be focused on the Practicum tasks only. Students may not work on class work or engage in phone conversations, text messaging and/or any other style of communication unrelated to the Practicum work during any Practicum hours.

FROM THE TIME YOU START YOUR SHIFT UNTIL THE TIME TOU LEAVE, THIS IS A WORK AND CLASSROOM BASED ENVIRONMENT -- TURN OFF YOUR PHONE WHEN YOU ARRIVE AND LEAVE IT OFF. THE KETR STAFF MAY REQUIRE YOU TO CHECK IT IN AND OUT TO THEM TO PREVENT USE DURING YOUR WORK TIME WITH KETR.

Each time a KETR supervisor finds a student not following this policy, the student may be dismissed for the day and marked for an unexcused absence, with penalties as noted above.

Records will be kept for failure to follow this policy, which will result in course grade reduction(s) or failure of the course.
• Any 'double hours credit' offered by KETR is subject to being reviewed by the instructor and will count only in comparison to all other hours expectations noted in this syllabus. Please check with the instructor in advance of doing 'double hours' credit.
• Students being paid for work with KETR, including work study and student worker positions, are NOT eligible to also receive RTV 309 credit during that same semester.

RTV 309 Advanced Curriculum
The semester project noted above: Every RTV 309 student must make a plan for a 'radio show' he or she will produce during the semester. If this is a 'music-heavy' show, like a Top 10 Countdown, it would be 60 minutes produced. If a 'talk-heavy' show, it would be 30 minutes produced. It must be the type of show that requires significant pre-production work and that can be produced in segments. Each segment must be between seven to nine minutes. The show must have a name and theme music, and there must be a 'show bumper' used to end each segment. The show concept and outline is due no later than your first required report on 2/27. Every week when you are through with the current week's assigned KETR project, you must get additional pre-production work done on this project. It is due no later than the time you submit your final report.

Those repeating RTV 309 who previously passed the course: Your assigned work for the course is required to be of an advanced nature. Therefore, instead of repeating the same projects as done the first time through, you must come up with a plan, arranged between you and the instructor, to produce 4-minute audio programs every week, in addition to also doing a semester project as noted above. The short audio programs must all follow a specific theme and genre—your requirement is to produce a new 'episode' every week—due on Friday each week of the semester, submitted to the instructor as noted above for projects, and to your KETR supervisor in a means suitable to him/her. Work on each episode must begin by submitting a show script that outlines and scripts all content of the episode—submitted to Tony.DeMars@tamuc.edu on Monday every week. Each episode must include significant pre-production content: significant interview content, music pre-production, etc. Episodes are to be 3:45 to 4:15 in length and produced in such a way that the episode could run on KETR or a web site and be used as a podcast. Whether or not KETR chooses to use the episode on air or their web site, each student producer must set up his/her own podcast distribution for all episodes. The show must have a title and each episode must have a produced open and close that includes copyright-safe theme music.

Students Requiring Accommodation

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, Gee Library Room 132 Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148, StudentDisabilityServices@tamuc.edu