



RTV 151 Communication Technology, Fall 2015

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Office Hours: TTh 11:00 am– 12:00 pm, Wed. 10 am-12 pm and 1:00 – 3:00 pm

COURSE INFORMATION

Text: *Communication Technology Update and Fundamentals*, Grant and Meadows, 14th edition.

Supplemental text: (online): http://www.cybercollege.com/tvp_ind.htm

Reading modules will be listed on course outline, available online at www.tonydemars.com

Course Description: A study of the processes and user interactions of communication technologies. The course covers the foundation of technologies used for audio and video production and the foundation of digital content distribution. Topics include personal computer and Internet historical developments, broadband, satellites, fiber optics, video gaming and virtual reality.

Technology Requirements: Students will be required to access online resources and will be required to use audio and video production equipment for training purposes.

Student Learning Outcomes—the course is designed:

- To provide an understanding of the terms, concepts and skills of content creation via audio, video and film through traditional and digital media.
- To provide an understanding of historical developments, current activities and future possibilities in communication technologies.
- To acquaint the student with basic techniques and technologies of audio and video production for the broadcasting industry--in such areas as on-air talent, spot production, entertainment program and film production—and to understand how these relate to ‘new media’ content production and distribution.
- To introduce the student to methods and principles of broadcasting and related industries, including ‘digital media’ applications.
- To provide students with an understanding of computer and Internet technology, both historically and as used today as a form of media and communication.

COURSE REQUIREMENTS

Exams: There will be a mid-term exam consisting of short answer and/or multiple choice/True-False type questions and a comprehensive final exam with similar content. Be sure you keep notes and accumulate knowledge of what we cover in order to be prepared for exams. There are five shorter ‘Chapter Exams’ spread fairly evenly across the semester; the lowest grade of these will be dropped. No make-up exams will be given except in a dire emergency and then only if the instructor is contacted in advance. Documentation verifying the cause of the absence would be required; make-up format would include essay and listing. No make up is possible for the Final. Test dates are listed on the outline; plan accordingly. Daily work and Quizzes over assigned

reading may be announced or unannounced. You are expected to have read assigned chapters before the day they are to be discussed in class--see outline. **You must have your own textbook and bring it with you to class every day.** If in-class work is assigned using your book or an Exam is given where you are assigned to bring your book, you will receive a zero for the work if you do not have your own text. Missed quizzes or daily work may not be made up regardless of reason. **Tests and Quizzes:** These will cover assigned reading, class lectures, and class-related videos. You should make your own handwritten notes (no photocopies, no shared work) over the assigned reading and bring them to class--these may be a component of the grade of each 'Daily Quiz' or 'Chapter Exam.' Students may be given the chance to watch selected videos outside class time—at scheduled times in the video editing lab—and take a quiz at the end of watching those videos. Further guidelines will be provided. Quizzes any class day over assigned reading will affect your participation grade—each 'Daily Quiz' grade less than 70 reduces your Participation grade by 10 points. You are expected to have read assigned chapters before the day they are to be discussed in class--see the course outline. 'Chapter Exams' are graded separately, as noted below.

Scantrons and pencils: Students must provide unwrinkled, green Scantron sheets and pencils for Tests and Quizzes. **Reports:** Each student is responsible for finding articles about technologies as we cover them. When the opportunity is provided to report, students should have a copy of the article (that includes reference information about how to find it), and briefly report the information (not read it) in the article to the class. For the best grade, each student must have four of these during the semester. If you bring one to class when we do not allow time for reports, you should still put your name on and turn in the article. Each student must work alone in finding articles; duplications will not count for credit. You must sign up for your topic on the course outline, before the report is due, to receive any points for the report. Further guidelines provided on the outline.

COURSE GRADING:

Grade evaluation:

Mid Term Exam.....	200
Final Exam.....	200
In-class technology reports.....4 @ 25 pts. each).....	100
Chapter Exams..... (5 given; lowest grade dropped).....	100
Attendance, Class Participation, Quizzes.....	100

GRADE REQUIREMENTS: Points required for:

"A"— 630+ "B"—560-629 "C"—490-559 "D"—420-489

ALSO NOTE: Practicum is required to be enrolled in this class. If you are not enrolled in and receive a grade for an RTV Practicum course at the end of the semester, your course grade for RTV 151 will be an 'F.' You may not re-add a dropped Practicum to resolve this.

COMMUNICATION AND SUPPORT

Faculty / Student Commitment:

- To accomplish the course objectives, the instructor will be in class on time, and prepared to guide each student's learning. Students should also be in class on time, committed to benefiting from the class time by being prepared, arriving on time, and

staying involved the full class time.

- If at any time you are doing your part to do well in this course, but are having difficulty, please arrange a time and speak with me in my office. I cannot discuss your course status, grades or other information about your work or activities in the course just before class, during class time (including breaks), or immediately after class—nor can I discuss or respond to any of these issues via phone or e-mail.
- The keys to success in this class: Commit to learning the material we cover, read the required reading, take good notes in class and while reading, study the material as we go through it, ask questions in class about things you do not understand, and do the assigned work and turn it in on time.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Attendance: See www.time.gov for the correct time—the time that shows on your watch or cell phone may not be accurate. Students arriving late are marked absent. Class begins at the scheduled starting time. Arriving late or leaving at any time, even if you return, will result in being marked absent. **There are no excused or unexcused absences. You are required to attend all class meetings.** Points related to attendance are based on missing in-class work as noted above, plus deductions of 10 points each time from your attendance grade starting with the 3rd late / absence. Excuse reports not required for this class except as noted above. If you have an emergency reason to arrive late or leave early you should discuss this with the instructor in advance. Very occasionally, an emergency break might be needed. If this occurs, feel free to leave without penalty, and simply remind me to mark it at the end of that class. **If you do not remind me that day, it would remain marked as an absence.** You may have no more than one of these per semester. The participation component of the Participation & Attendance grade is the instructor's subjective assessment of each student's involvement and contribution during class times--affected by but not limited to such issues as violating stated course policies, any inappropriate talking during class, disrupting class, late arrivals, and not taking notes during lectures, and quality of reports as described above. Children or other guests are not allowed in classes.

IMPORTANT: STUDENTS WHO MISS MORE THAN SIX CLASSES MAY FAIL AUTOMATICALLY OR BE DROPPED FROM THE COURSE.

UNIVERSITY ATTENDANCE POLICY

13.99.99.R0.01 Class Attendance – “Students are responsible for learning about and complying with the attendance policy stated in the catalog, Student’s Guidebook, and/or faculty syllabus. Faculty members will provide details on requirements and guidelines for attendance in their classes in their course syllabi.” Students are responsible for reviewing remaining university attendance policy elements. **Academic Honesty:** If you turn in work that is plagiarized, or take any action that violates TAMU-Commerce Academic Honesty policies, you will fail the course. All TAMU-Commerce students are responsible for knowing the standards of academic honesty. Please refer to the Student’s Guide Handbook for the University Academic Honesty Policy. Plagiarism is the use of someone else’s work as your own and/or failing to properly cite sources. Work submitted will be checked via an Internet search including www.turnitin.com for each submission. Using a report you did not create or having someone else do any of your work violates Academic Honesty guidelines.

Undergraduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. Faculty and staff are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty (see definitions). In addition, F-1 and J-1 international students must comply with the Student Exchange Visitor Program regulation related to their visa status. Full details are found in Undergraduate Academic Dishonesty Policy 13.99.99.R0.03

Classroom Policies: Students are expected to keep up with assigned reading and be prepared to answer questions in class--be sure you have done all required reading by the date noted on the course outline. **IMPORTANT NOTE: Turn off** cell phones before class time. You may not use any electronic device in the classroom without specific permission from the instructor through a signed form completed during office hours. Any electronic device (computer, PDA, cell phone, iPod, iPad, etc.) brought to class must be turned off and stored off your desktop during class. If you are found texting, browsing the Internet, Facebooking, etc. **you will lose 100 points from your course point total for each occurrence and will be counted absent for the day.** Students are expected to arrive to class on time and stay the entire class session to be counted present.

Deadlines: Work not turned in on time will be late regardless of the reason—it is your responsibility to meet the deadline regardless of technical or other problems. Deadlines are always at the beginning of class in which anything is due. Work submitted incomplete will be marked as not submitted. Loose pages must be stapled before class time in order to be counted as submitted.

Behavior: “Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education.” -- Texas A&M University System Student Rights and Obligations

“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

Anyone who persists in disruptive behavior will be permanently removed from class.

A few other words and restatements on classroom behavior:

- No leaving during class, unless ill. Go to the bathroom and/or get a drink before class.
- Take notes. You will have a low Daily grade if you do not participate in class.
- Class requirements are the same for those who do and don’t have jobs and other outside responsibilities. At a conference recently, an employer reminded job seekers, ‘We all have lives. Things going on in your life don’t change our work expectations of you.’
- Turn off cell phones and similar devices when you come into class and put them away.

- You may bring drinks or food into class, but use good manners while eating or drinking, and remove all trash when you leave. **No food or drinks in any production area.**
- Read assigned in advance. Be prepared to talk about them and take quizzes.

Changes to syllabus: I maintain the right to make changes as needed, in my judgment, from the stated plans contained in the syllabus for this class. Such changes will be posted on the course outline and announced to the class.

ADA Statement

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

Gee Library 132

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

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

EARLY INTERVENTION FOR FIRST YEAR STUDENTS: Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic objectives. The university through faculty advisors and mentors will assist students who may be experiencing difficulty to focus on improvement and course completion. This process will allow students to be knowledgeable about their academic progress early in the semester and will provide faculty and staff with useful data for assisting students and enhancing retention. Grade reports will be mailed by the end of the sixth week of the semester.

COURSE EVALUATION APPEAL: Students with concerns regarding their courses should first address those concerns with the instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141). Students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

COURSE OUTLINE / CALENDAR

Available at: <http://www.tonydemars.com> OR <http://faculty.tamuc.edu/tdemars/>

NOTE: You should check this site weekly. It contains important course information.