

**South Plains College
Radio/TV Announcing**

Fall 2020 Syllabus/Comm 2331.001 M-W 11 a.m. – 1215 p.m.

Course Number: 2331

Available Formats: Flex/Hybrid

Instructor: Margaret S. Kirby

Office: CM 154 Levelland Campus

Phone: 716-2451

e-mail: mkirby@southplainscollege.edu The fastest way to reach me, other than coming to my office during office hours, is to e-mail me at the above address. I should respond within 24 hours unless you e-mail me on a Friday. In that case, it may be Monday before I can respond to you. Please do **NOT** e-mail me using Blackboard.

Office Hours: I will be available online during any of my office hours.

Levelland Campus: M,W 1230 – 2 p.m.; T, TH 130 p.m. – 2 p.m.; Friday 9 a.m. – 1 p.m. or by appointment

Prerequisites: None **Credit:** 3 semester hours

Description: This course provides instruction in the principles of radio and television announcing. Included in this study are topics such as: voice and diction, pronunciation, styles of delivery, related technology, and the proper use of inflection. This course is designed to improve the announcing skills, public speaking skills, and self-confidence of students. Students will produce live and taped radio and television projects.

Supplies Needed: folder or notebook where you will save notes, handouts, and graded assignments.

Course Requirements: Students should complete all assignments. This is largely a performance class. That means each student needs to spend time rehearsing performances before presentations.

Textbook: None required.

Technical Requirements: It is in your best interest to have reliable access to Internet service and a computer so that you can send and receive e-mail, access

lectures and assignments, and participate in Collaborate sessions. In the event that the school is forced to go fully online sometime during the semester, you must try to find access to a remote computer without relying only on a smart phone. There will be wifi hotspots on SPC campuses. Please see:

<http://www.southplainscollege.edu/emergency/wifi-resources.php>

Please visit with me about computer issues! I can't help you if I don't know what your issues are.

Technical Skill Requirements. Be comfortable with the following:

Microsoft Word or a word processor that can save Word compatible files (.doc)

Using email for communication, attaching documents

The ability to download video files, or to stream files

Evaluation: Students' grades in this class will be determined by the following:
650 points are available for the final grade.

585 – 650 = A

520 - 584 = B

455 – 519 = C

390 - 454 = D

Below 390 = F

Points are allocated as follows:

Covid Preparedness – 50 points { This includes: wearing a CDC-compliant face covering in class at all times, coming to class on correct day, sitting in assigned seat, using hand sanitizers, keeping 6 feet apart, wiping down area. Points will be deducted if student must go to department secretary for a mask more than 1x)

Podcast – 100 points

Weathercast- 100 points

News Anchor- 100

News Liveshot – 100

Practices/Homework – 200 points (A combo of recorded projects, script marking, etc., and practices)

The final number of points available for the course may exceed 650 points this semester. Several projects are being revised or rework due to Covid 19 concerns. If the total available points increases the above scale will be recalibrated and you will be notified.

Course Objectives: Upon completion of this course, the student should be able to demonstrate proficiency in:

Voice diction and quality
TV vs. Radio script strengths
Ad-libbing for news
Camera presence and poise

Script preparation
News announcing
Commercial announcing
Live television and radio announcing techniques

Please do NOT assume that I will contact you to tell you about missed work. In response to Covid concerns, all class materials will be available on Blackboard so you can keep track of all materials week by week.

The assignments in this class will be deadline driven. You must keep track of deadlines and submit work when it is due. Do NOT assume that I will move deadlines for you unless you contact me and offer legitimate reasons why you cannot meet deadlines that are in place.

There will be multiple reasons for class absences this semester such as quarantine, isolation, and/or illness. But all class material is available online through Blackboard, so you can access all assignments on your own.

*If you miss class -either in person or via Collaborate virtual class meeting -you must contact me within 24 hours of the absence to explain your absence or I will consider it an **unexplained absence**. If you miss an assignment deadline, you must contact me within 24 hours of the missed deadline or I will consider it an **unexplained absence**.*

Students with more than 4 UNEXPLAINED absences *in a row* automatically may be dropped from the class with an F or X without further warning. Keep in mind that if you are too ill to complete assignments, there must be documentation - some sort of medical note - to prove it. That documentation must be made available to me in order for me to consider Covid or other illness as a legitimate reason for a missed deadline.

If a student misses more than 4 deadlines *throughout the semester*, I consider this to be excessive. At that point, I reserve the right to drop the student with an X or an F.

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a

class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Deadlines- ALL projects will have deadlines. While many of these may change because of Covid, the goal is to work within them. You need to get used to deadlines that exist in the working world. Late assignments may or may not be accepted depending on the assignment and the reasons for missing the deadlines.

SPC Face Covering Policy:

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

Kirby Face Covering Policy:

It is my policy that **students must properly wear CDC-compliant face coverings masks in my classroom at all times. No exceptions.** We will take a break in the middle of class so you can go outside and remove your mask for 5 minutes as long as you maintain your social distance. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

ADA Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Equal Opportunity, Harassment, and Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement (updated 6/2019)

If you are pregnant, or have given birth been within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange

accommodations. Contact the Director of Health and Wellness at 806-716-2362 or e-mail cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry Statement- Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Diversity Statement-In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Civility Code:

- As future professionals, you are to communicate with each other in a professional and civil manner. At all times we will treat each other with dignity and respect. That means no profanity or conversations that I feel are inappropriate. As the professor for the class, I have the final say for what may be considered “inappropriate”. If there are problems in this area, you may be asked to leave.
- Disruptive behaviors such as cell phones ringing, leaving and returning to class while in session, arriving late to class, talking with others during lectures/discussions, checking your e-mail or Facebook, sending/receiving text messages, eating or drinking in class, etc...may result in a request that

such students leave the class. Cell phones must either be turned off or put on vibrate only.

Academic Dishonesty:

- Academic dishonesty includes plagiarism and other forms of cheating behavior. Academic dishonesty is unacceptable. Students committing acts of academic dishonesty will be penalized by the assignment of lowered or failing grades on assignments and/or for the entire course, depending upon the instructor's evaluation of the severity of the dishonest act.