Course Description:
Research, scriptwriting and audio technology to communicate contemporary and historical ideas to broad audiences.

Course Objectives:
At the end of the course, the student should be able to:
1) Have an understanding of what makes an effective documentary
2) Write for, interview for, record, edit, and publish an audio documentary
3) Be familiar with websites that publish audio documentaries
4) Understand the reasons for working on and putting out audio documentaries
5) Critique and review the audio documentaries of others
6) Work on audio documentary projects as an individual and a group
7) Have finished audio/radio projects to add to their portfolio.

Required Textbook:

Required Materials:
10 CD-Rs
(While all projects will be uploaded to your web accounts, the data files will still need to be turned in.)
USB jump drive (at least 1 GB)

Recommended Materials:
External Firewire hard drive OR
5-10 DVD-Rs

Media Labs & Audio Labs:
The audio labs are located in Van Bokkelen Hall, Rm. 106. It is required to use the audio labs for all assignments. Students can also use the Pro Tools systems in the VML, although they do not have microphones or speakers, in other words, those systems can be used solely for mixing and editing.

Make sure that you save all of your files onto an external drive and/or writeable CD or DVD. Assume that your files will not be there the next time you use the computer.

Equipment and lab time can be signed up through the VML – microphones, minidisk recorders, and digital recorders.
Course Policies:

1. Incompletes: A grade of Incomplete is not given unless you are unable to complete the work required in the course because of verifiable medical reasons or documented circumstances beyond your control, as stated on page p25 of the current Undergraduate Catalog.

2. Disability Statement: Any student who may need an accommodation because of a disability, please make an appointment to see me during my office hours during the first week of class. A memo from Disability Support Services authorizing your accommodations will be needed.

3. Repeating the Course: Students may not attempt this course for a third time without prior permission from the Academic Standards Committee. See the TU policy on “Repeating Course” on page 26 of the current Undergraduate Catalog for further explanation.

4. Academic Conduct/Plagiarism: While this is not a writing class per se, plagiarism and academic dishonesty are not tolerated in this classroom. Please review the plagiarism statement for the Department of Electronic Media and Film and Towson University’s Academic Integrity document which can be found at: http://wwwnew.towson.edu/studentaffairs/judicialaffairs/academicintegrity.html

5. Attendance/Absence Policy: A student with more than three (excused or unexcused) absences will be penalized one full letter grade. Students who miss more than five classes will be given an F in the class. Attendance will be taken at the beginning of class.

6. Lateness Policy: It is expected that each student arrives punctually. Students who are more than 5 minutes late will be marked as such on the attendance sheet. A student who is late more than three times will be penalized one full letter grade.

Course Procedures:

In order to identify and assess skill level and to maintain a balance of hands-on, theoretical, and creative applications of audio, this course will incorporate assignments and a final project. All assignments and projects must be completed and turned in by the due date.

Assignments turned in late will be penalized 15 points per week up to two weeks. Assignments turned in later than two weeks will not be accepted and will be given a grade of “F.”
It is possible to redo an assignment that has been marked as such by the instructor. The student has two weeks to fix and turn in the assignment for additional points.

The final project may not be turned in late and will be given a “F” and will not be evaluated if turned in after the due date.

Some projects will be done by individuals, others by groups. Group projects have their challenges, but also their rewards. Groups will be chosen/assigned the first or second week of class. Each person will have a rotating role in the group, which will be explained in class. Grading on a group project will incorporate both a group and an individual grade.

The class participation grade is based on the student coming to class on time, every week with a willingness to volunteer for in-class exercises and to talk on-topic in class discussions.

**Grading:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>83-86</td>
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<td>C+</td>
<td>77-79</td>
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<td>C</td>
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<td>67-70</td>
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<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
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</tbody>
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**Assignments:** 50%  
**Class Participation:** 10%  
**Log/Screening:** 10%

**Assignments & Projects:**

Detailed information on each assignment will be given out at least two weeks before it is due. All assignments (as well as class notes) will be on Blackboard. Only the first assignment will be handed out on paper in the class.

Assignment #1 8%  
**Week #4**  
Review/Critically Listen to a Long-Form Audio Documentary & a Long-Form Video Documentary

Assignment #2 12%  
**Week #7**  
Family/Friends/Community Audio Documentary

Assignment #3 (part of final project grade)  
**Week #9**  
Rough cut of Final Project – turn in script and rough cut of documentary

Assignment #4 15%  
**Week #11**  
Markets Audio Documentary (group)

Assignment #5 15%  
**Week #16**  
Parks Audio Documentary (group)
Final Project
Community Story Audio Documentary

Listening Log/Blog/Podcast
Log & reviews of 10 hours of audio documentaries – from CD, Internet, or Radio
(Does not include documentary from assignment #1)

Reading:
The chapters and topics discussed in class are listed on the syllabus, but can change. It is the student’s responsibility to read the assigned chapters and/or websites and listen to assigned listening.
<table>
<thead>
<tr>
<th>Week #</th>
<th>Lecture</th>
<th>Hands-on/Listening</th>
<th>Reading</th>
</tr>
</thead>
</table>
| 1      | Intro to Audio Documentaries  
Pro Tools Review  
iWeb Intro/Review  
Overview of Equipment | Audio Doc clips  
Doc hands-on | [www.transom.org](http://www.transom.org)  
Chapter 1 |
| 2      | No Class on Monday  
Oral History  
Point of View  
Intro to Roles  
Storytelling | Doc-hands-on | Chapter 2 |
| 3      | Research  
Forms  
Legal  
Structure | Library visit –  
mandatory – part of class on 9/10 | Chapter 3 |
| 4      | Pitch/Proposal  
iWeb  
Interviewing | Screenings from  
Assignment #1  
Interviewing &  
iWeb exercises | Handout/online |
| 5      | VISIT #1 – NO CLASS THIS WEEK | | Handout/online |
| 6      | Interviewing  
Additional Tracks  
Editing | Interviewing &  
editing exercises | Handout/online |
| 7      | Editing (cont)  
Writing Narration  
Assignment #2 due | Editing & Narration exercises  
Optional screenings from Assignment #2 | Handout/online |
| 8      | VISIT #2 – NO CLASS THIS WEEK | | Handout/online |
| 9      | Writing Narration (cont)  
Assignment #3 due | Talk in groups about final project  
Narration exercises | Handout/online |
| 10     | Putting it all together  
Presenting Documentaries/Oral History | | Chapter 8 |
| 11     | Putting it all together (cont)  
Group Editing & work in classroom - Wednesday  
Assignment #4 due | | Handout/online |
<table>
<thead>
<tr>
<th></th>
<th>VISIT #3 – NO CLASS THIS WEEK</th>
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<tbody>
<tr>
<td>12</td>
<td>No Class on Wednesday –</td>
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<tr>
<td></td>
<td>Thanksgiving</td>
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<tr>
<td>13</td>
<td>No class on Monday – work</td>
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<td>projects</td>
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<tr>
<td>14</td>
<td>Listening Log Due</td>
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<td>Final Project due</td>
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<td>15</td>
<td>Assignment #5 due</td>
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<td>Last day of class on Monday</td>
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* This is a tentative schedule. On weeks where there are no class, it is required that the group meets with their clients and works on their final project. *