EMF 375-01 Broadcast Performance

Mon.-Wed. 12:30-1:45, MC 102
Instructor: Carol Appleby, Adjunct III
Office Hours: before/after class & by appointment

Fall 2018
Off/Vm: 410-821-6470 (8am-10pm)
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COURSE DESCRIPTION: “The process of communication through broadcast performance. The principles of broadcast communication will be applied to such functions as (but not limited to) television and radio news announcing, commercial announcing, sports announcing and music announcing. Laboratory experiences provided.”

Enforced Prerequisite: EMF 265 – Radio/Audio Production I
Recommended Prereq.: EMF 371 – Live Multi-Camera Production (formerly - TV Studio Production)

COURSE OBJECTIVES: At the end of the course the student will be able to:
1. Understand the principles of broadcast communication/performance
2. Develop basic proficiency in various styles of broadcast performance including but not limited to news/sports, commercials/PSAs, and interviews/talk shows
3. Develop an awareness of his/her potential for a career in broadcast performance
4. Become familiar with the skill requirements and work environments for broadcast performance careers

REQUIRED MATERIALS:
2 -large (9x12) envelopes for turning in assignment materials
3 -recordable audio CDs (for recording in audio labs, handing in audio assignments)
VML approved external hard drive and cable (for working in audio labs, saving your ProTools work files)
1 GB (min.) flashdrive or VML approved external hard drive and cable (for saving your TV studio performances)
pastel notecards (3x5 or 4x6) (only need 8-10 cards)
Headphones for use in MC 01 audio labs
EMF I.D. card for the VML (in order to use audio labs) w/ current semester sticker

REQUIRED TEXTBOOK:
Television and Radio Announcing, by Stuart Hyde, 12th edition

COURSE CONTENT: This course is designed to give an overview of various broadcast performing styles and situations in both Radio and TV, including commercials, news and sports anchors, music DJs and interview/talk show hosts. In addition to practice and performance of several styles, students will submit written analyses of professional performances.

PROJECTS/ASSIGNMENTS/EXAM:
5 major performance projects (2 radio, 2 TV, 1 of your choice) 490 points
2 minor in-class performance exercises 70 points
4 comparative analyses (self, 1 radio, 1 TV, 1 of your choice) 150 points
written midterm and final exams 190 points
class attendance/participation 100 points

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1000 points T

GRADING:
A-, A  900-1,000  C, C+  700-799
B-, B, B+  800-899  D-, D, D+  600-699
F  599 and below
SUMMARY of ASSIGNMENTS (Detailed requirements for each will be handed out in class.)

5 Major Performance Projects:
Since this is a PERFORMANCE course the bulk of the work will be preparing for performances of various styles and technical challenges. There are 3 radio performance assignments (commercial/PSA, news/sports and interview/talk show) that will be recorded outside of class and handed in on audio CD. There are also 3 television performance assignments (commercial/PSA, news and interview/talk show) that will be recorded in class, with the class as crew. You will do the first 2 in each medium, and then choose either radio or TV for the third (interview/talk show).

2 Minor Performance Projects:
There are 2 other performance projects that will be prepared and performed primarily during class time. The first is a TV talk show host guest introduction piece. The second is a radio DJ demo that is done during class (in the audio labs) while others are rehearsing and performing TV.

4 Comparative Analyses:
It is important to become familiar with one’s own voice, so there is a vocal self-analysis assignment, based on criteria in the textbook. It’s also important to be aware of what successful professional broadcast performers are doing. Since a good performer is also a critical listener and viewer, students will write brief analyses of current broadcast performers of their choice from radio and television and share these in class discussions. (for News and interview/talk shows units).

2 Exams:
A written midterm will be given during class and a written final exam given during the scheduled final exam time. These will cover the readings from the textbook and material covered in classes. They generally take about 1 hour to complete.

SCHEDULE, LOCATIONS, COMMUNICATIONS
A detailed schedule of class topics and assignment due dates will be available on Blackboard by the first class, to be revised as needed. Class location will shift between MC 102 (TV Studio/classroom) and the Media Center audio labs (MC 01). Check your schedule for class location. There will also be a sign posted at MC 102 when the class meets elsewhere. Course communication will be via students’ TU e-mail address and the course Blackboard site. Students are expected to check both regularly!

ATTENDANCE POLICY: It is advised that students attend ALL class meetings, as class participation is central to this course. Missing classes will not only cause you to lose participation points but may impact your projects, assignments and exams. Assignments missed due to unexcused absences may not be made-up without special permission. For further information see the section of TU’s Class Attendance/Absence Policy of the current undergraduate catalog. 10 points will be deducted for each UNEXCUSED absence. Unexcused tardies and early exits will count as ½ of an unexcused absence. Please contact me regarding extenuating circumstances.

ACCOMMODATIONS: If you need an accommodation due to a disability please contact me privately to discuss your specific needs. A memo from Disability Support Services (DSS) authorizing your accommodations will be needed.

ACADEMIC DISHONESTY: All projects and assignments (written and performed) must be the student’s own work, unless otherwise directed. The instructor may ask for contact information of extra participants in students’ projects. Any student found plagiarizing in any way (in writing or performance) will receive an automatic “F” for the assignment. Documented evidence of the plagiarism will be kept in the Department office. (See the EMF Dept. Plagiarism policy.)

CELL PHONES/LAPTOPS: As a courtesy to your classmates and the instructor, all cell phones are to be turned off or to silent during class time. No calls or texting during class. Laptops are to be used only for taking notes in class.
**EMF DEPARTMENTAL FACILITIES POLICIES**

**USING THE RADIO/AUDIO PRODUCTION LABS – MC 01 and ML:**
1. Studios are generally available M-F 10am to 9pm and some weekend hours. Specific hours depend on lab aide availability and will be posted.
2. Reservations: Students may reserve lab time by signing up in the ML. During the semester BP students are limited to 4 hours of reserved time per week. When the lab is not reserved, students may use it on a “first come, first served” basis for as long as it is available.
3. Students must arrive for their reserved time no more than 5 minutes late. Their reserved time will be given away after that, and the late student may not reclaim it. If you reserve time and don’t show up, you can lose your lab privileges for the next week.
4. Be sure to sign-in and sign-out on the lab user sheet.
5. The studio components are delicate and can be easily damaged. Please treat the equipment with great care. You are responsible for leaving the studio in good operating condition for the next user.
6. Smoking, eating or drinking are NOT allowed in the labs!
7. A lab aid is on duty (in the ML) if you have a problem or need help. Be sure to report all malfunctions to them.
8. You need to bring and use your own headphones.
9. Save all your work to your own ML approved external hard drive. Student work left on the lab computers will be deleted.
10. Please leave the labs set-up as you found them. Any changes made for your session (extra mics, changes in configurations, etc.), must be returned to the standard lab and Pro-Tools set-up before you leave.

**USING THE TELEVISION STUDIO – MC 102**
1. For those without prior studio experience, minimal hands-on training will be provided so everyone can help with class assignments.
2. Smoking, eating or drinking (except water) are NOT allowed in the studio or control room.
3. To schedule additional studio time to practice outside of class use the sign-up book in the ML (need faculty or lab aide present).
4. After using, please return all equipment to the positions and configurations you found them in (basic studio set-up).

**EMF ID Cards**
EMF IDs may be obtained in the equipment cage (MC 07) on or after the first day of the term by presenting a valid Towson photo ID (your OneCard), passing a written policy test, and presenting proof of production class enrollment. Validation of production class enrollment is obtained via production instructor signatures on the bottom of “Equipment Use and Loan Agreements” (which will be distributed by your instructor).

Students must present their valid EMF ID Card each time they check out equipment or use EMF facilities. No other ID will be accepted. NO EXCEPTIONS! The ID card is good for the duration of the student’s time at Towson University but will need to be validated each semester by repeating the written test and producing proof of production class enrollment. A semester sticker will be applied to the ID to show the student’s validation.

Should violations of policy occur, students are required to surrender their EMF ID upon request by ML Supervisor, ML Assistant Supervisor, or ML staff. Please see “Media Labs Handbook” on www.towson.edu/emf for complete details.

**EMF Google Group List Serve**
All EMF students are required to join the EMF Google Group List Serve http://groups.google.com/group/TowsonEMF This will guarantee that you receive daily postings regarding digital media, video, film, and audio production topics including festivals, special screening, guest speakers, film/video crew needs, internships, and jobs. Use this email address (TowsonEMF@googlegroups.com) to post your own messages to the group. The main page will also archive all posts.
Instructions:
1. Create a user account and password, and be sure to use the email to which you prefer receiving mail.
   (You only need to sign up once and you’ll continue to receive EMF Google group emails.)

2. Please select one of the three Email options for reading the group messages:
   (a) Abridged Email (No more than 1 email per day) -- Summary of new activity each day
   (b) Digest Email (Approx. 1 email per day) -- Up to 25 full new messages bundled into a single email
   (c) Email (Approx. 1 email per day) -- Best way not to miss important postings, as you get every message
       sent as it arrives

Civility
All EMF students, staff, and faculty are committed to collegial and academic citizenship demonstrating high standards of humane, ethical, professional, and civil behavior in all interactions.

We must take responsibility for the relationship between our personal conduct and the quality of campus life. What we do and say always has an effect on others, whether we see it or not. Civility means more than respecting campus facilities and grounds. Civility means consistently treating people with consideration and respect. It means being courteous, polite, and fair. It means recognizing diversity and honoring differing points of view. When our behavior is guided by concern for others in our community, we are being civil. Practicing civility requires thoughtful behavior and checking our assumptions and perceptions of others’ race, ethnicity, gender, gender expression, sexual orientation, abilities, culture, belief systems and economic status.

EMF Civility Code
EMF places a priority on learning. We value the inherent worth and dignity of every person, thereby fostering a community of mutual respect. Students have the right to a learning environment free of disruptive behaviors and offensive comments. Faculty have the right to define appropriate behavioral expectations in the classroom and expect students to abide by them. Faculty have the responsibility to manage and address classroom disruption. Staff have the right and responsibility to define appropriate behaviors necessary to conduct any university activity free of disruption or obstruction.

We believe that in order to achieve these ideals, all EMF students, staff, and faculty are expected to exhibit and practice civil behaviors that exemplify: (1) respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations; (2) taking responsibility for one’s choices, actions and comments; (3) delivering correspondence – whether verbal, nonverbal, written, or electronic – with respectful language using professional writing standards and etiquette; and (4) accepting consequences of one’s choices and actions.

The use of offensive, threatening or abusive language, writing, or behavior will not be tolerated and can lead to academic dismissal. Further information about civility can be found in Appendix F of the university catalog.

Examples demonstrating civility in the classroom as a student include:
   Being respectful of the professor and other students.
   Not texting or using cellular phones and other electronic devices.
   Not using your laptop for activities other than class work.
   Not eating or drinking in class.
   Not reading newspapers or listening to music during the class.
   Not sleeping in class.

Examples demonstrating civility in the classroom as a faculty member include:
   Being respectful of the students.
   Attempting to understand individual student needs and learning styles.
   Discussing civil behavioral expectations during the first class.
   Taking time to talk with students whose behaviors negatively affect the classroom.
   Encouraging students to follow your civil behavior.
**Weapons Policy**

To promote a safe and secure campus, Towson University prohibits the possession or control of any weapon while on University property. The term weapon includes any potentially dangerous object or substance or replica thereof. The full policy can be found at this link: [http://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11%20Weapons%20Prohibited.pdf](http://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11%20Weapons%20Prohibited.pdf)

**Emergency Text Alerts**

All students must sign up for the Campus Emergency Alert Text Message Notification System. Go to following link for instructions to do so: [http://www.towson.edu/adminfinance/facilities/police/campusemergency/](http://www.towson.edu/adminfinance/facilities/police/campusemergency/) and watch the emergency preparedness video and print out the pocket guide by clicking on this link: [http://www.towson.edu/adminfinance/facilities/police/campussafety/emergencyprep.asp](http://www.towson.edu/adminfinance/facilities/police/campussafety/emergencyprep.asp)