

Comm 361 Syllabus

Podcasting & Audio Production

Fall 2023

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Section 1: TTh 1:00 – 2:20

CR: 3

Aloha, and welcome to Communication 361, Podcasting & Audio Production. As the semester progresses, you will develop and launch your own podcast. Along the way, we'll talk about both content creation and technical aspects of recording, editing, and delivering clean audio. Although we'll focus on podcasting, we'll also explore other aspects of audio production, including such fun things as recording in the field and mixing music.

Materials

I don't use a textbook for this class. There are myriad resources available for learning Adobe products. Adobe themselves provide a host of tutorials at <https://helpx.adobe.com/creative-cloud/tutorials-explore.html>. And do not underestimate the value of YouTube!

Copyrights

The act of creating a creative work means you own the copyright for it. However, for the products you produce as part of this class, you agree that Chaminade has the right to make use of them as well.

Also be aware that any pre-existing material you include in your projects, such as music downloaded from online, belongs to someone. While the Doctrine of Fair Use (US Copyright Act section 107) grants a lot of leeway to nonprofit and educational endeavors, if you take your product outside of the classroom, such as posting it on social media, be aware that you are subject to copyright laws. We'll talk a lot about this in class.

Attendance

Chaminade University feels it is important for instructors to track, and report on, the attendance patterns of underclassmen. See below for the university's comprehensive attendance policy. In accordance with that policy, there will be a one (1) letter grade reduction per each two (2) unexcused absences.

Mobile Devices in Class

Out of consideration for your classmates, please set your devices to silent mode during class. The majority of our classes will be held in a computer lab, or will involve screenings. Additional devices are not needed, and are discouraged. If you prefer to pay attention to a supplementary device over the presented content, you are welcome to do so outside of the class area. Exceptions are granted for students who have documentation from the Counseling Center regarding ADA compliance (see below for full policy).

Grading

Grades follow a 10% scale, modified for attendance. All assignments carry a point value. The total number of points you earn on all assignments for the semester is divided by the total possible points. If you get 90% or more, you get an A, etc.

Projects

This is a class on audio production; as such, most of your grade will come from completing projects. There is a list of potential projects below, but it is not restrictive.

When these projects are team affairs, you will be asked to evaluate how involved you and your teammates were in each aspect of each project. Your individual grade may be higher or lower than the overall project grade, depending on these appraisals.

Quizzes

You know what these are. If I assign reading (or listening), I like to be able to discuss it during the next class. These are an easy way for you to score some points!

Discussions

In the course of the semester, we will listen to a variety of audio products. You will participate in an online discussion forum, via Canvas, for some of these.

Each discussion is worth 30 points total. A thoughtful, well-stated reflection is worth 10 points; each meaningful response to another post is worth 5.

Extra Credit

You may submit an additional project for the class, or an additional podcast critique, each worth up to 10 points.

Projects

You will work on 5 projects this semester. We'll decide collectively as a class what we want to focus on, but below are some suggestions.

Name	Description	Length
Podcast	You will develop, create, and launch your own podcast.	
Song	We'll record, edit, and mix an original song.	
RCUH promo	Create a promo for our online radio station.	
Radio drama	We'll write, record, edit, and mix a dramatic narrative for the ears.	
Commercial	Advertising for a product, real or imagined.	

Tentative Schedule

Date	Class Assignment/Topic	Notes
August 22		
24		
29		
31		
September 5		
7		
12		
14		
19		
21		
26		
28		
October 3		
5		
10		
12		
17		
19		
24		
26		
31		

November 2		
7		
9		
14		
16		
21		
23	Thanksgiving Break	
28		
30		
December 4	Monday @ 1:15 pm	

*All athletics students, make sure due assignments are delivered in advance of scheduled trips.

Learning Outcomes and Objectives

Communication Program Learning Outcomes

Upon completion of the B.A. undergraduate program in Communication, students will be able to:

- Communicate effectively, persuasively and ethically using oral, written, and technological platforms in interpersonal, small group, public, intercultural, and technological settings.
- Apply the principles and laws of freedom of speech and press, including the right to monitor and criticize power, in order to promote service, justice and peace.
- Actualize professional ethical principles in the pursuit of truth, accuracy, and diversity.
- Locate, evaluate, incorporate, and properly cite multiple resources in visual and oral performances, papers, and communication campaigns.

Students in the Mass Media track will also be able to:

- Use contemporary technologies and methodologies to critique, analyze, and produce media for distribution via traditional, current, and emerging communication platforms.

Class Learning Outcomes

Upon completion of this course, students will be able to:

- Work both independently and cooperatively to create podcasts.
- Use professional-grade equipment to record audio both in both interior and exterior venues.
- Utilize editing software to complete audio projects.

University Boilerplate

Catalog Course Description

COM 250/L Digital Video Production I/Laboratory (3/1)

Study of the basic skills of performance and single-camera field production in broadcasting. Students learn to operate a video camera and are introduced to video and audio editing techniques. They work individually and in groups throughout the semester to create short videos.

Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship

4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no‘eau (‘Ōlelo No‘eau 1430)
Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) ‘A‘ohe pau ka ‘ike i ka hālau ho‘okahi (‘Ōlelo No‘eau 203) All
knowledge is not taught in the same school

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from the Counseling Center by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kokua Ike Coordinator at [\(808\) 739-8305](tel:8087398305) for further information (ada@chaminade.edu).

Student Responsibility

The student is responsible for knowing the information presented in the Chaminade University Catalog, course schedules, and Student Handbook, and for observing all regulations and procedures relating to the program being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he/she was not informed of, the regulations or procedures.

A student must satisfy the requirements of the catalog in force at the time that he or she is admitted to and begins course work in a degree program, or the student may, with the consent of the program advisor, graduate under a subsequent catalog provided the student complies with all the requirements of the later catalog.

RESPONSIBILITY FOR FOLLOWING ALL POLICIES AND MEETING ALL REQUIREMENTS AND DEADLINES FOR GRADUATION RESTS WITH THE STUDENT.

Academic Honesty Policy

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

Attendance Policy

Students are expected to attend regularly all courses for which they are registered. Student should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor’s

Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Terms that have alternative lengths, such as 10 week terms, should have an equivalent amount of faculty instruction and out-of-class student work to meet each credit hour. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit. The number of engagement hours may be higher, as needed to meet specific learning outcomes.

Specific Credit Situations

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

How This Course Meets the Credit Hour Policy

There are three components to the amount of time students will spend in this course:

1. Seat time (this is the amount of time students are physically in the classroom)
2. Time spent on key assessments, including study time (e.g., projects, essays, mid-terms, finals)
3. Additional time each week (e.g., reading, studying, homework)

Seat time

The class is scheduled for 160 minutes per week. Over a 15 week semester, and including the final exam period, this is 42 hours.

Key assignments

The main key assignments are projects and online discussions.

Projects are expected to require an average of 10 hours. There are 5 projects required, totalling an expected 50 hours.

Online discussions are expected to require an average of 2 hours. There are 5 discussions required, totalling an expected 10 hours.

Additional time

Reading, studying, homework unrelated to key assignments, and self-guided study is expected to equal seat time, totalling 40 hours.

Total

142 hours of engagement