

**Fall 2018 Radio/TV Announcing  
Comm 2331.001 M-W 9 – 1045 a.m.**

Instructor: Margaret S. Kirby

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e-mail: [mkirby@southplainscollege.edu](mailto:mkirby@southplainscollege.edu) The fastest way to reach me, other than coming to my office during office hours, is to e-mail me. Please do **NOT** e-mail me using Blackboard.

**Office Hours:** Mon & Wed 4-430 pm  
Tu & Thur 830 – 930 am; 11am – 2pm  
Friday 9 - 12pm 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 attend all class meetings and complete all assignments. This is a performance class. That means each student needs to spend time rehearsing performances before presentations.

**Textbook:** None required.

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

720 - 800 = A

640 - 719 = B

560 - 639 = C

480 - 559 = D

Below 480 = F

Points are allocated as follows:

Exams – 300 points (3 exams- Anchor/Teleprompter; Live Interview; )

Practices/Homework – 400 points (A combo of recorded projects, script marking, etc., and news live shot)

Class Participation – 100 points – see grid

## CLASS PARTICIPATION

You are expected to contribute to class discussions. Mere attendance is not enough. Basic grading criteria:

Attendance (Missed Classes for semester)	Class Contributions	Grade Range
0-2	Frequent contributions; well considered comments	90-100
0-2	Infrequent contributions or ill-considered comments	80-90
0-2	Rare or no comments	70-80
2-3	Frequent contributions; well considered comments	70-80
2-3	Infrequent contributions or ill-considered comments	60-70
2-3	Rare or no comments	50-60
3-4	Frequent contributions; well considered comments	50-60
3-4	Infrequent contributions or ill-considered comments	40-50
3-4	Rare or no comments	30-40
More than 4		30

**Sometimes the final number of points available for the course will not reach the 800 mark or it will go way over. If either is the case, the 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	Script preparation
TV vs. Radio script strengths	News announcing
Ad-libbing for news	Commercial announcing
Camera presence and poise	Live television and radio announcing techniques
On-air interviewing	

**Tardiness and Attendance Policy:** Attendance in this class is required. I generally will not allow you to enter class after the first 5 minutes because it is disruptive. I will take attendance after the first 5 minutes of class. If you repeatedly come to class after the 5 minute cut off, you will be asked to leave.

A student may be administratively withdrawn from this course when absences become excessive as defined in this course syllabus below.

**If a student misses more than 4 classes \*throughout the semester\*, I consider that number to be “excessive” and I reserve the right to drop the student with an X or an F.**  
**Students with more than 4 absences \*in a row\* will be dropped automatically from the class with an F or X without further warning.**

Regardless of the reason for an absence, it is the student's responsibility to find out what work he or she missed and ask whether it can be made up and when it will be due.

Some work cannot be made up. I generally do not allow exams to be made up. In the event that a makeup exam is allowed, the highest grade available on it will be a B.

Beginning in October, we will produce a short newscast every Monday. There are several longer newscasts scheduled throughout the semester. If you are schedule to be on air for any of the longer newscasts you **MUST** practice for it. That means you **MUST** attend the class **PRIOR** to the newscast date. If you miss that practice, you will be replaced for the broadcast.

### **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.

**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](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.

**Deadlines-** ALL deadlines are absolute. You need to get used to deadlines that exist in the working world. All assignments in this class will have a deadline attached to it. Any late assignments will be penalized harshly.

**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.