



MMJ 151 Basic Media Production, Summer I 2020
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Office Hours: available via Zoom with appointments listed in D2L

COURSE INFORMATION

Text: (online, free): http://www.cybercollege.com/tvp_ind.htm

Required reading modules will be listed on course outline, available online at MyLeoOnline.

Course Description: A study of the processes and user interactions of communication technologies. The course covers the foundation of technologies used for audio and video production and the foundation of digital content distribution. Topics include personal computer and Internet historical developments, broadband, satellites, fiber optics, video gaming and virtual reality.

Technology Requirements: Students will be required to access online resources and will be required to use audio and video production equipment for project purposes. You will have to use suggested software and provide some basic production equipment to do project work. More below.

Student Learning Outcomes—the course is designed:

- To provide an understanding of the terms, concepts and skills of content creation via audio, video and film through traditional and digital media.
- To provide an understanding of historical developments, current activities and future possibilities in communication technologies.
- To acquaint the student with basic techniques and technologies of audio and video production for electronic communication--in such areas as on-air talent, spot production, entertainment program and film production—and to understand how these relate to ‘digital media’ content production and distribution.
- To introduce the student to methods and principles of content creation for broadcasting and related industries, including ‘digital media’ and podcasting applications.
- To provide students with an understanding of computer and internet technology, both historically and as used today as a form of media and communication.

COURSE REQUIREMENTS

Exams: There will be four regular exams consisting of short answer and/or multiple choice/True-False questions, plus a comprehensive Final Exam. Take notes from provided PowerPoints and reading and accumulate knowledge of what we cover in order to be prepared for exams. No make-up exams will be given except in a dire emergency and then only if the instructor is contacted in advance. Documentation verifying the cause of the absence is required; make-up format includes essay and listing. No make up is possible for the Final. Test dates are listed on the outline; plan accordingly. Daily work and Quizzes over assigned reading will be listed on the course outline.

You are expected to have read assigned reading modules and kept up with all assigned course work. Missed quizzes or daily work may not be made up regardless of reason.

Tests and Quizzes: These will cover assigned reading, PowerPoint narrated lectures, and class-related videos. You should make your own handwritten notes to build your own review materials for quizzes and tests. **How to be prepared for tests:** (a) always check the course outline every Monday for updates and assignments and watch for updates as the course progresses, (b) take notes and be engaged with learning class content, (c) read the assigned reading and make highlights and notes, (d) study the class content.

Projects: Work for the class is designed with a lecture/lab approach as the standard. You are responsible for yourself in meeting standard university academic expectations, including submitting required pre-production and project materials by deadline. Work early instead of waiting until deadline—no project work will be accepted late for credit except in extraordinary situations, and at the discretion of the instructor. Project content is submitted into the course MyLeoOnline site, in Activities. Project descriptions and due dates will be listed on the course MyLeoOnline / D2L.

STANDARD COURSE GRADING (must be concurrently enrolled in MMJ 197)

Four sectional exams.....(50 points each).....	200
Online discussions, quizzes, interactions, assignments.....	100
Audio Projects.....(4 @ 25 points each).....	100
Video Projects.....(4 @ 25 points each).....	100
Video Final Project.....	100
Comprehensive Final Exam.....	200

* Once you miss **any project deadline** or if you are not enrolled in MMJ 197 from the start to the end of the semester, you will be graded on the Limited Practical Work scale.

GRADE REQUIREMENTS: Points required for:

"A"—720-800 "B"—640-719 "C"—560-639 "D"—480-559 "F"—479 or less

LIMITED PRACTICAL WORK COURSE GRADING:

Four sectional exams.....(100 points each).....	400
Online discussions, quizzes, interactions, assignments.....	100
Audio Projects.....(2 @ 25 points each).....	50
Video Projects.....(2 @ 25 points each).....	50
Comprehensive Final Exam.....	200

GRADE REQUIREMENTS: Points required for:

"A"—780-800 "B"—720-779 "C"—580-719 "D"—480-579 "F"—479 or less

COMMUNICATION AND SUPPORT

Faculty / Student Commitment:

- To accomplish the course objectives, the instructor will always maintain the class to effectively guide each student's learning. Students should also be dedicated to learning the content of the class by being prepared, keeping up with reading and assignments, and staying involved with the class day to day and week to week. There is no 'time off' during the semester, and missed work cannot be made up. There are no 'bail-outs' at the end.

- If at any time you are doing your part to do well in this course, but are having difficulty, please arrange a time and speak with me during office hours. I cannot have detailed discussions via email regarding your course status, grades or other information about your work or activities in the course.
- Email is imperfect and often not synchronous. You will likely not receive a reply to emails sent during evenings or weekends. If you do not receive a reply to an email sent during normal M-F business hours, re-send the email, since the original may not have been delivered or seen.
- The keys to success in this class: Commit to learning the material we cover, read the required reading, take good notes while reading and from narrated PowerPoints and videos, study the material as we go through it, ask questions about things you do not understand, and be responsible for yourself by doing the assigned work and turning it in on time.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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FURTHER TECHNOLOGY REQUIREMENTS POLICY

Learning Management System. This course will be facilitated using D2L Brightspace, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to MyLeoOnline.tamuc.edu. You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu. You should perform a “Browser Test” immediately upon start of your course. On the D2L Home Page, you will see support information and other important user information. CITE indicates that “Chrome is the preferred browser for many of our learning application experiences.” Technical assistance is available 24/7 (24 hours, 7 days a week). Accessing Help from within Your Course: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Technology Excuses. Personal computer and Internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Do not wait until right at deadline to submit work. Deadline is deadline. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc. You strongly are encouraged to check for your Internet browser compatibility immediately when the course begins and take the Brightspace tutorial offered for students who may require some extra assistance in navigating the Brightspaceplatform.

Email contact: You should email the instructor only using his official email address as listed on the syllabus, and your messages regarding the class should come from your leomail account. Failure to send emails through your university email account will possibly result in failure to receive important class information. If you send emails asking questions that are already answered on the course syllabus or outline, you will likely be referred to the syllabus or outline.

UNIVERSITY ATTENDANCE POLICY

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

13.99.99.R0.01 Class Attendance – “Students are responsible for learning about and complying with the attendance policy stated in the catalog, Student’s Guidebook, and/or faculty syllabus. Faculty members will provide details on requirements and guidelines for attendance in their classes in their course syllabi.” Students are responsible for reviewing remaining university attendance policy elements. **FOR THIS CLASS:** D2L logs all of your interactions and log-ins. You are expected to log in to the class the first official day of class, and at reasonable other times when work is assigned. If you do not log in to the class page until the third day of the semester, for example, you will have two days of absences marked. There are class discussions and/or other tests and assignments made throughout the semester. Any time one of these is skipped, you will be counted absent. Other similar times when you have not accessed the course, you are subject to receiving a marked absence. Once you reach six of these marked absences, you are subject to being dropped from the course or will receive an “F” course grade automatically.

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Academic Honesty: If you turn in work that is plagiarized, or take any action that violates TAMU-Commerce Academic Honesty policies, you will fail the course. All TAMU-Commerce students are responsible for knowing the standards of academic honesty. Please refer to the Student’s Guide Handbook for the University Academic Honesty Policy. Plagiarism is the use of someone else’s work as your own and/or failing to properly cite sources. Work submitted will be checked via an Internet search including www.turnitin.com for each submission. Using a report you did not create or having someone else do any of your work violates Academic Honesty guidelines.

Undergraduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. Faculty and staff are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty (see definitions). In addition, F-1 and J-1 international students

must comply with the Student Exchange Visitor Program regulation related to their visa status. Full details are found in Undergraduate Academic Dishonesty Policy 13.99.99.R0.03

Online exams are closed-book. If you stay on a question page in D2L longer than a normal amount of time to read the question, select the best answer, and submit it, the question is subject to being counted wrong. You may take and use notes from assigned **videos** during tests, but you may not look up answers from the reading and/or do a copy-paste action to answer test questions.

Deadlines: Work not turned in on time will be late regardless of the reason—it is your responsibility to meet the deadline regardless of technical or other problems. Deadlines are always listed on the assignment and/or submission folder in D2L. Work submitted incomplete will be marked as not submitted. **Emailing an assignment does not count as it being submitted.**

Behavior: “Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education.” -- Texas A&M University System Student Rights and Obligations “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct) -- Texas A&M University-Commerce Procedures, 12.01.99.R0.05 Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty

A&M-Commerce Policy on Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

Be conscious of engaging in courteous interactions online and through email with classmates and the instructor. A few other words and restatements on expected behavior:

- Take notes. You will likely have a low grade if you do not actively participate in class.
- You **may NOT take** drinks or food into the classroom (in any instance where we may have a face to face meeting) since we meet in a computer lab. **No food or drinks are to be taken into any production area, including the JOUR 311 audio and video production labs and the JOUR 111 production areas and computer lab.**

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

EARLY INTERVENTION FOR FIRST YEAR STUDENTS: Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic objectives. The university through faculty advisors and mentors will assist students who may be experiencing difficulty to focus on improvement and course completion. This process will allow students to be knowledgeable about their academic progress early in the semester and will provide faculty and staff with useful data for assisting students and enhancing retention.

COURSE EVALUATION APPEAL: Students with concerns regarding their courses should first address those concerns with the instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141). Students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

CAMPUS CONCEALED CARRY STATEMENT: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce 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 A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Not all courses and not all instructors are the same. You will give yourself the best educational experience by knowing the syllabus well, allowing yourself understanding of how you are being graded for each course.

COURSE OUTLINE / CALENDAR

Available at your MyLeoOnline login. You are responsible for knowing how to properly use the D2L system—seek help from the instructor and the classroom technology office if needed.

The MMJ 197 Lab is integrated into the MMJ 151 course, so you may see all project assignment information and submission folders only in the MMJ 151 pages and tabs.

NOTE: You should check the D2L course site frequently. It contains important course information and the assigned reading. Demonstrating through quizzes and assignments that you are not reading and using the instructional materials will cause a failing grade, as low as zero, on the Discussions, Quizzes, Interactions, Assignments grade.

Keep up with class requirements: **Reminder--**Work early instead of waiting until deadline—no project work will be accepted late for credit except in extraordinary situations and always at the discretion of the instructor.