

**Course Syllabus**  
**COMM 2324 Television Practicum Fall 2021**  
**South Plains College Communication Department**

**Instructors:** **Billy Alonzo (806)716-2436**      [balonzo@southplainscollege.edu](mailto:balonzo@southplainscollege.edu)  
**Margaret Kirby (806) 716-2451**      [mkirby@southplainscollege.edu](mailto:mkirby@southplainscollege.edu)

**Billy's Office hours:** Mon & Wed.: 11am – 12noon  
Monday 1:15 to 2:15pm, and 4:15 – 5:15pm  
Tue & Thur.: 1:15pm- 2:15am  
Friday: 9:00am – 11:30, or by appt.

We can meet via online method so email me requesting to meet via online. I will try to response as soon as possible but I usually do not check my email on weekends so it may be Monday before I see email you sent over the weekend.

### **I. General Information**

A. **Textbook:** No textbook is required, but would suggest the The Video Editing Handbook. You will need to purchase a SDHC or SDXC media card of 16GB or higher for you to record projects.

#### **B. Class Day and Time: Tuesday/Thursday at 2:30 – 4:15**

Attendance Policy: Attendance will be taken at each class meeting. Students with more than four absences cannot meet the minimum standards established for this class. Persons arriving after the roll is checked are encouraged to attend class, but will not be counted as present. Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

**C. Grade Determination:** The student's grade will be determined by the quantity and quality of efforts in the planning and production of television and/or radio newscasts. During the course of the semester, students will produce a live television news briefs, aired on the campus student media website PlainsmanPress.com. The students will also have the opportunity to produce a number of news type productions and video programs. You also work on several news packages and PSAs in class.

Cell phone usage in this class is to be very limited, when we are rehearsing or airing an actual newscast we DO NOT want to see cell phones being used. Your full attention should be given to the task you are doing at the time. If it becomes a problem during the semester no phones will be allowed.

**II. Purpose of Course:** The purpose of this course is to provide students with the opportunity to participate in the production of audio and video storytelling content. The productions will vary content from podcast to Live video productions such as a Newscast.

### **III. Course Objectives**

Students participating in this course should gain experience in the following areas:

- a. pre-production planning
- b. Knowledge of digital cameras
- c. Writing of scripts for various media
- d. Audio and video post-production, using Adobe CC software
- e. Television studio and field lighting
- f. Basic studio and field audio applications for internet and television
- g. Use of media sources, and research
- h. Using the internet to support production
- i. Use of computer generated graphics and editing
- j. Terminology used in the broadcast and video industry

### **IV. Credit**

Students enrolled in COMM 2324 or 2332 receive 3 semester hour credit for each class.

### **V. Class Expectations:**

This is a hands-on class. This means we mostly do projects that will require time from you in and outside of class. You will need to meet deadlines when project are assigned.

Please communicate any concerns or problems you are having before the project is due. PLEASE! PLEASE! ASK QUESTIONS IF YOU DO NOT UNDERSTAND! There will also be writing done in this class, please have the scripts proofread before recording any audio NO EXCEPTIONS! This will result in loss of points and of the project not airing.

## **VI. Student Participation**

This is a “hands-on” class. Students are expected to actively participate in the producing and production of the video productions we will do for the class and website. Students who do not participate in the class will miss out on an outstanding opportunity to work in an excellent television studio, control room, newsroom and radio production studio. Students who embrace these opportunities should gain vital “real-world” experience.

## **VII. SPC campus resources and policies:**

### **Students with disabilities**

Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Special 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 Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building.

### ***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.

### ***Civility Code:***

As future professionals, you are to communicate with each other in a professional and civil manner. Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**SPC Face-to-Face Class Covid Policy:**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills • Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

***Equal Opportunity, Harassment, and Non-Discrimination Statement***

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement (updated 6/2019)**

If you are pregnant, or have given birth been within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or e-mail [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

**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.