Syllabus

COLBY COMMUNITY COLLEGE

COURSE NUMBER/TITLE: RT-299 Directed Study in Radio	**YEAR:** Fall 2012
DEPARTMENT: Radio (Broadcasting)	**CREDIT HOURS:** 3
REQUIRED TEXT: None	**DAYS/TIME:** By contract
COURSE PLACEMENT: N/A	**PREREQUISITE:** Permission of the Broadcasting Instructor

RATIONALE:

Directed study in Radio(Broadcasting)is intended for advanced students with outstanding skills. The course consists of an independent project or projects that will allow the student to prepare for entry into the job market, or to move on to more advanced study at another institution.

COURSE DESCRIPTION:

Directed Study in Radio(Broadcasting)is designed for advanced, highly motivated, students who need a flexible environment for the creation of major projects. The student designs and plans the project from beginning to end before enrolling. Once enrolled the student will work independently, with the instructor providing advice and guidance. The student must sign a contract outlining details of the project and the times and places work will take place. During the project the student must keep an accurate record of the time spent working on the project, which will be turned in at the same time as the project.
Prerequisite: Permission of the Instructor.

CCC STUDENT LEARNING OUTCOMES ADDRESSED IN THIS COURSE

1. effective oral and written communication skills
2. a higher level of critical and creative thinking processes
3. ability to solve problems using a variety of techniques and methods
4. ability to utilize the technology relevant to the learner's discipline
5. an awareness of diversity in both local and global cultures

COURSE OUTLINE:

By arrangement.

COURSE LEARNING OBJECTIVES:

The objective of Directed Study in Radio (Broadcasting)is to provide advanced students the opportunity to participate in independent study designed to continue skill development along with showcasing the students skills and talents they have developed over the course of their degree study.

COURSE COMPETENCIES:

I. Listening Skills
1. Follow oral instructions.
2. Reduce barriers (or interference) that may impede effective listening.

II. Oral Communication
1. Use interviewing techniques to gather information.
2. Participate in group communication activities.
3. Demonstrate concise, impromptu speaking skills.
4. Give oral directions.

III. Writing
1. Use language, organization, and format appropriate to the subject matter, purpose, and audience.
2. Check, edit, and revise for correct information, appropriate emphasis, grammar, spelling, and punctuation.

IV. Computer Literacy
1. Define, understand and use common computer terminology.
2. Compose, organize and edit information using a computer.
3. Use functions to store, query, retrieve, and sort data.
4. Select and use subject-specific and industry-specific software.
5. Access, navigate, and use on-line services.
6. Send and receive E-mail messages, voice messages, and faxes.

V. Human Relation Skills
1. Demonstrate interpersonal skills:
    a. Tact and diplomacy
    b. Respect for others
    c. Respect for diversity
    d. Positive attitude

VI. Teamwork
1. Participate in team tasks

VII. Time Management
1. Develop strategies to overcome procrastination and meet deadlines.

VIII. Work Ethics
1. Apply employee rules, regulations, and policies in a given occupational area including:
    a. Punctuality and dependability
    b. Responsibility for position

IX. Career Planning
1. Develop a financial expectation for future career possibilities.
2. Participate in career exploration activities.

METHOD OF INSTRUCTION

These projects are designed to approximate the actual experience of working in a professional environment. After the assignment has been made, the instructor will only act as an advisor and supervisor. The student is responsible for keeping proper records, performing the necessary work, and completing the project/projects on time.

METHOD OF EVALUATION:

Students will be graded on performance, and improvement. As long as the minimum number of hours are fulfilled, the final grade for the course will be based on the quality of the final project/projects.

COURSE REQUIREMENTS:

Attendance:
Students are required to attend class, on time, each time class meets. For **EVERY THREE** unexcused absences recorded, the student's final grade will drop **one letter (**three absences-one letter, six absences-two letters, etc.). Excused absences will include CCC sponsored activities (with signed excuse from the sponsor **and** prior arrangements to make-up missed work), illness, family emergencies, etc. In order for an absence to be excused the instructor must be notified prior to the absence (in the case of planned events), or as soon as the student returns to school (in the case of illness, emergencies, etc.). Excused absences are at the discretion of the instructor. Three tardies will count as one unexcused absence.

Late Assignments:
Assignments not turned in on the due date will be docked one letter grade for every class period it is late (unless arrangements were made with the instructor **prior** to the due-date).

Exam Policy:
All exams must be taken at the time and place originally designated by the instructor. If a student must miss an exam arrangements to re-take the test must be made prior to the exam date. In case of serious illness or other emergency the student must contact the instructor by phone or in person as soon as possible after the exam date or first thing on the day the student returns to school. The student should be prepared to make up the exam at **any** time following their return to school.

Dress Code:
Students are required to wear shirt and shoes at all times. Jeans, shorts and casual attire are acceptable as long as the dress is not sexually provocative or otherwise offensive. Students are expected to maintain reasonable personal hygiene.

General Conduct:
Shouting, loud whistling or other loud noises that might disrupt other tenants of Ferguson Hall are not allowed.

Tobacco:
No smoking in Ferguson Hall. The use of chewing tobacco is prohibited in Ferguson Hall. If students smoke outside the building they must remove cigarette butts and other trash before they leave.

Food & Drink in Buildings:
No eating or drinking is allowed during class. No food or drink is allowed in the radio or television areas. Students may eat and drink in the work area adjacent to the television studio entrance.

Sexual Harassment:
All state, federal, and college sexual harassment rules apply to broadcasting students. Sexually provocative, lewd or obscene conversation is not allowed in the radio or television area. Sexual jokes inappropriate touching, lewd or other inappropriate sexual behavior is

also not allowed. Students must treat all fellow students with the proper degree of respect at all times.

Resource Information:
The college library and Pioneer Memorial Library in Colby both have extensive holdings on broadcasting related information. In addition to printed materials numerous broadcasting related web sites and other Internet information has been bookmarked and is available on the television department computers. Students are encouraged to take advantage of any or all of these sources.

SYLLABUS INFORMATION DISCLAIMER "I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice is required. It is the students' responsibility to stay current with any changes, modifications, adjustments or amendments that are made to this document."

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES "According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation. If a member of the class has a documented learning disability or a physical disability and needs special accommodations, he/she should contact Student Support Services, which is located in the Student Union."

GRADING SCALE:

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
59 & below	= F