

MAS 206

Radio Production

S1 Day 2014

Dept of Media, Music & Cultural Studies

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Disclaimer

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General Information

Unit convenor and teaching staff

Unit Convenor

Virginia Madsen

virginia.madsen@mq.edu.au

Contact via virginia.madsen@mq.edu.au

Y3A191J

By appointment or Mon 3.30-5pm or Tuesday 12.30-1.30pm

Credit points

3

Prerequisites

MAS110

Corequisites

Co-badged status

Unit description

This unit introduces students to the radio broadcasting industry, practice and ethics, and has a large practical component in radio production. Students gain a broad understanding of core principles and practices of radio program making and digital sound production, with attention to public, commercial and community radio forms. The unit also introduces students to the expanding realm of online/web radios, streaming, podcast and other audio rich forms proliferating on the internet. The lecture program covers theories and issues relating to this rapidly changing medium: its diverse forms and organisation; powerful inter-relationships with listeners and society; and historical developments. Regular listening and analysis of radio programs and programming is a feature of the unit. The workshop component concentrates on the techniques and skills of recording and producing pre-recorded sound items and comprises hands-on production classes using digital facilities and equipment. Practical and critical skills of interviewing, scriptwriting, story research, construction and presentation are developed. This unit aims to produce creative outcomes specifically targeted to actual broadcasting stations, including Sydney community station, 2SER.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Demonstrate critical and conceptual skills in radio production, and research capability.

Demonstrate a range of communication and expression skills.

Demonstrate a range of operational, technical and media industry/journalistic skills related in particular to audio/radio production and program making.

Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.

Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

Assessment Tasks

Name	Weighting	Due
Vox Pop: Interviewing/editing	15%	Week 5 Tutes
A short portrait in sound	25%	Week 7
Radio 'Feature' or 'Package'	40%	Week 13
Participation:	20%	Continuous

Vox Pop: Interviewing/editing

Due: Week 5 Tutes Weighting: 15%

This assignment requires you to edit a **vox pop** you have recorded using a portable digital recorder. These will be edited using the Digital Audio Workstations (DAWS) and audio software, Pro-Tools. This requires that you show competence with digital recording, workstation facilities, transferring data, editing techniques and 'cue sheet' preparation. Your vox pop should be edited to 1'.30" - 2 minutes and submitted to workstation drop box. Also submit a Cue sheet, & brief reflection on the task to W6A assignment boxes (Level 1).

(Work in pairs).

On successful completion you will be able to:

- Demonstrate a range of communication and expression skills.
- Demonstrate a range of operational, technical and media industry/journalistic skills related in particular to audio/radio production and program making.
- Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

A short portrait in sound

Due: Week 7 Weighting: 25%

Choose someone known or unknown to you to interview (record). Think how you might 'capture' your subject with the microphone. The aim is to give us a type of portrait of this person in sound. *This is not just about extracting information about something.* Your subject can be: 'a character', an expert, a personality, a person you might know with a story to tell, a person whose life is revealing in some way. There are no restrictions here on age, ethnicity, gender, cultural/social background. They can be old, young, shy, gregarious; have the most unusual or ordinary job in Australia. Make your choice, and then arrange to interview them (gaining their permission - see Sheet). Organise a time/location to record.

'On location' recording presents opportunities for sound portraiture also, so make sure you record some 'atmosphere' or 'actuality' if you go to them or their place of work etc. You could even capture them going about their daily activities on the job if this is important. Recording your meeting with them might be useful too. Remember to think about how they/their life/story might be interesting, moving, even gripping for the listener. Radio can bring us voices that we've never heard, or stories 'overlooked' in our fascination with fame, experts and celebrity. Above all, don't talk too much yourself; *listen to them.* (NB: This is an exercise in listening as much as interviewing).

Duration: 5-6 mins. Submit to Workstation Drop Box with documentation to Boxes (W6A Level 1) Week 7 tute. Include a brief rationale/reflection (for your choice of subject, how you found them, location, method of interviewing, how you feel about the results).

NB: It is possible to consider this subject (of your portrait) as material for your final feature. Please direct questions to your Tutor if you wish to 'build' on your portrait in this way, or use this subject as part of a larger exploration of something for the feature.

On successful completion you will be able to:

- Demonstrate critical and conceptual skills in radio production, and research capability.
- · Demonstrate a range of communication and expression skills.
- Demonstrate a range of operational, technical and media industry/journalistic skills related in particular to audio/radio production and program making.
- Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.
- Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

Radio 'Feature' or 'Package'

Due: Week 13 Weighting: 40%

For this assignment, you will work **in pairs** to research and produce a **short (max 8')** radio feature that may include one or more interviews, voices, script, or other sound (music, effects, original actuality recordings). Primary source material, i.e., interviews and scripts can be recorded either in the studio (*You will need to book studio. Notify Peter if you anticipate any problems, or require assistance*) or on a portable recorder, and then mixed with music, sound effects, or other actuality to create a radio feature on a specific topic, theme, persons or around a story. This assignment requires you to demonstrate competence with story selection, microphone technique, interviewing, recording, editing, and mixing *and thinking radiophonically*.

It involves being as creative or as factual as you like while remaining clearly focused. In this assignment you will explore how to tell a radio story and sustain interest using music, SFX/wild sound' or 'actuality' and voice. The feature is designed to be suitable for broadcast on 2SER FM.

NB: You must complete a radio story pitch/synopsis for this feature to be emailed to your Tutor in Week 6 (before the break).

Submission: Each student must also complete a Rationale to accompany the feature outlining your individual role in production; how and why you chose the theme/subject/story, pursued the treatment you did; and how it is suitable for a magazine program on 2SER. Please also comment on the process, and what you learnt making this program.

Your assignment should be submitted to Dropbox in Lab and written documentation to W6A with: 1) Cover sheet with **student/tutor details**; 2) Cue Sheet; 3) Rationale/Reflection (approx 2 A4 pages, 1.5 spacing; 12pt Times New Roman).

The best features will usually be selected for later broadcast on 2Ser, assisting you to build up a portfolio of creative/journalistic work. Podcasting some of these, either on 2SER or on the Dept's website is also possible (TBA by Convenor).

On successful completion you will be able to:

- Demonstrate critical and conceptual skills in radio production, and research capability.
- Demonstrate a range of communication and expression skills.
- Demonstrate a range of operational, technical and media industry/journalistic skills related in particular to audio/radio production and program making.
- Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.
- Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

Participation:

Due: **Continuous** Weighting: **20**%

Listening to the radio is a crucial part of this course. You will be expected to **discuss programs** heard over the week as directed by the tutor and read assigned texts which give practical

information or reflect on historical or critical issues in audio media/radio and related industries. Each week (where set), two students will be asked to prepare dot point summaries of the reading/listening and lead a short discussion. (Tutors will organise students in Week 2 or 3 for this; so if you are away, please contact Tutor directly on iLearn.) Lecture attendance, participation in class exercises and active involvement in technical workshops also will contribute to your participation mark. Students must adhere to all bookings and Lab requirements (ref. Peter Ring: Radio Facilities Manager).

On successful completion you will be able to:

- Demonstrate critical and conceptual skills in radio production, and research capability.
- · Demonstrate a range of communication and expression skills.
- Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.
- Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

Delivery and Resources

REQUIRED READING

The Radio Reader 2014: A selection of readings on radio (historical aspects, forms, specialist skills etc), available from Campus/Co Op shop, before week 2 (check iLearn).

REQUIRED EQUIPMENT

- One set of reasonable quality semi-open or closed **headphones** (compulsory for each student, due to Health & Safety regulations).
- At least one **3 Gig Memory device** to store your Audio Projects. After storing on this device you will transfer to the appropriate folder on the Lab computers (as indicated in classes).

RECOMMENDED READING

(most of these in library)

Alten, Stanley. Audio in Media, Tenth Edition, Wadsworth, Boston: 2013

Barkho, Leon. From Theory to Practice: How to assess and apply impartiality in news and current affairs. Uni of Chicago Press: 2013

Barnard, Stephen. Studying Radio. New York: 2000

Beaman, Jim. Programme making for radio. London & NY: 2006

Beaman, Jim. Interviewing for Radio, 2nd Ed. Palgrave Macmillan: 2011

Biewen, John & Dilworth, Alexa. Reality Radio - Telling True Stories in Sound, Duke

University Press: 2010

Chantler, Paul & Stewart, Peter. Basic Radio Journalism: 2003

Chignall, Hugh. Public Issue Radio: Talks, News and Current Affairs in the Twentieth

Century, Basingstoke, Palgrave Macmillan: 2011

Crisell, Andrew & Guy Starkey. Radio Journalism, London: 2009

Crisell, Andrew. Ed. Radio (3 Vols). London: 2009

Cunningham, Stuart & Turnbull, Sue. The Media and Communications in Australia, 4th

Ed. Allen & Unwin: 2014

Dubber, Andrew. Radio in the Digital Age, London NY, Polity: 2013

Fleming, Carole. The Radio Handbook. London: 2010

Frangi, Anthony. Radio Toolbox: Everything you need to get started in broadcasting in

the Digital Age. Macmillan Education, Australia: 2012

Gordon, Janey. Community Radio in the Twenty-first century, Peter Lang: UK 2012

Griffen-Foley, Bridget. Changing Stations: The Story of Australian Commercial Radio:

2009

Hausman, Carl et al. Modern Radio Production. Production, Programming, and

Performance. Belmont CA: 2006

Hendy, David. Radio in the Global Age. Cambridge: 2000

Keith, Michael. The Radio Station. London: Focal Press, 2000

Kern, Jonathon. Sound Reporting: the NPR Guide to Audio Journalism & Production.

Chicago & London: Uni of Chicago Press, 2008.

Kramer, Mark & Wendy Call (Eds). Telling True Stories, NY: 2007

McLeish, Robert. Radio Production, 4th Edition, Oxford: 1999

Loviglio, Jason & Hilmes, Michele. Radio's New Wave: Global sound in the digital era,

Routledge: 2013

Mundy, John & White, Glyn. Laughing matters: understanding film, television and

radio comedy. Manchester Uni Press: 2012

Patching, Roger & Hirst, Martin. Journalism Ethics: Arguments and cases for the

twenty-first century: Macmillan 2013

Phillips, Gail and Mia Lindgren. Australian Broadcast Journalism. South Melbourne:

2013. (available in Co Op Bookshop & library)

Shingler & Wieringa. On Air: Methods & Meanings of Radio. London: 1998

Squier, Susan. Ed. Communities of the air. London: 2003

Starkey, Guy. Radio in context. London: 2004

Street Sean. The Poetry of Radio. The Colour of Sound, Routledge: 2013

Talbot-Smith, Michael. Sound Assistance. London: 1999

Winer, Ethan. Audio Expert: Everything you need to know about audio. Taylor and

Francis: 2012 [electronic resource]

Web radios and audio sites of interest

Arte-Radio (in French: radio arm of European cultural channel)

http://www.arteradio.com/

American Public Radio works http://americanradioworks.publicradio.org/

Australian Broadcasting Corporation http://www.abc.net.au

ABC Editorial policies http://www.abc.net.au/corp/pubs/edpols.htm

ABC Radio Eye (Features & Docs) http://www.abc.net.au/rn/radioeye/

ABC 360 (main ABC features and documentaries program)

http://www.abc.net.au/rn/360/

ABC JJJ: http://www.abc.net.au/triplej/programs/

ABC Correspondents Report ABC http://www.abc.net.au/

ABC RN: http://www.abc.net.au/radionational/?WT.svl=listen

ABC Local Radio: http://www.abc.net.au/sydney/?WT.svl=local0

Australian Communications and Media Authority http://www.acma.gov.au

BBC (UK) radios http://www.bbc.co.uk/radio/

ABC Newsradio: http://www.abc.net.au/newsradio/?WT.svl=listen

http://www.birst.co.uk/ (University web radio in UK)

Commercial Radio Australia http://www.commercialradio.com.au

Community Broadcasters Association http://www.cbaa.org.au

Community Media Forum Europe http://www.freie-radios.at/cmfe/index.php

Correspondents report, ABC Radio Access at http://www.abc.net.au/correspondents/

Download this show (popular show and poscast on latest technology)

http://www.abc.net.au/radionational/programs/downloadthisshow/

2GB: http://www.2gb.com/

Long Story Short (feature program devised by former Macquarie radio graduate)

http://www.abc.net.au/radionational/programs/longstoryshort/

NOVA http://www.novafm.com.au/nova100/home

NPR Interns radio http://www.npr.org/about/nextgen/content/

National Public Radio (USA): http:///www.npr.org

New Radio and Performing Arts: http://new-radio.org/

Radioinfo http://www.radioinfo.com.au

Third Coast Radio festival http://www.thirdcoastfestival.org/

Radio Lab (exciting US Science radio show) http://www.radiolab.org/

Radio-Locator: http://www.radio-locator.com

Radioinfo http://www.radioinfo.com.au (subscribe to keep in touch with latest jobs

etc in Australia)

Radio Australia http://www.radioaustralia.net.au/

Resonance FM http://resonancefm.com/

sounds Like Radio (new forms of radio, features, experiment, sound)

http://www.abc.net.au/radionational/programs/soundslikeradio/

Sound, Music, Word program(features) ABC RN http://www.abc.net.au/radionational/

programs/soundmusicword/

Sound Portraits: http://soundportraits.org/

SBS Radio http://www9.sbs.com.au/radio

2SER http://www.2ser.com/

Sirius satellite radio http://www.sirius.com/

The Truth podcast (radio movies, radio fictions) http://thetruthpodcast.com/

The_Truth.html

The World today ABC world journalism, reports at http://www.abc.net.au/worldtoday/

This American Life show http://www.thislife.org/

also on ABC RN and here: http://www.abc.net.au/radionational/programs/

thisamericanlife/

Transom: showcase for new public radio (very useful to students/highly

reccomended): http://www.transom.org

UBU Web radio http://www.ubu.com/sound/radio_radio/index.html

2UE: http://www.2ue.com.au/

UN Radio http://www.unmultimedia.org/radio/english/

USA Public radio *Hearing Voices* http://www.hearingvoices.com/

The Wire http://www.thewire.org.au/

WNYC New York public radio station with live performance space http://www.wnyc.org/

World Radio Network: http://www.wrn.com

(NB: Most up to date urls, please check iLearn).

Changes to this Course

This course has responded to Student feedback since it was substantially revised in 2008. Feedback is welcomed at any time, and is encouraged through formal University feedback surveys and correspondence anytime.

Unit Schedule

See iLearn for most up to date Schedule for lectures and Tutorials/Lab Workshops

Learning and Teaching Activities

Interviewing demonstrated

Listening to interviews and preparing/conducting interviews for radio program contexts or other appropriate online contexts

Audio program construction and editing

Using ProTools software demonstrations and workshops which allow students to edit and mix audio programs

Script writing for radio

Practice and review of radio scripts and links

Voice presentation skills workshops

Studio and class workshops using microphones, and exploring voiced speech for audio media presentation

Lectures and Tutorial Discussion

on various aspects of radio

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.ht ml

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.

In addition, a number of other policies can be found in the <u>Learning and Teaching Category</u> of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mg.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- · Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the <u>Disability Service</u> who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/hel
p/.

When using the University's IT, you must adhere to the <u>Acceptable Use Policy</u>. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- · Demonstrate critical and conceptual skills in radio production, and research capability.
- Demonstrate a range of operational, technical and media industry/journalistic skills related in particular to audio/radio production and program making.
- Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.
- Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

Assessment tasks

- Vox Pop: Interviewing/editing
- A short portrait in sound
- · Radio 'Feature' or 'Package'
- Participation:

Learning and teaching activities

- Listening to interviews and preparing/conducting interviews for radio program contexts or other appropriate online contexts
- Using ProTools software demonstrations and workshops which allow students to edit and mix audio programs
- · Practice and review of radio scripts and links
- · on various aspects of radio

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Demonstrate critical and conceptual skills in radio production, and research capability.
- Demonstrate a range of communication and expression skills.
- Demonstrate a range of operational, technical and media industry/journalistic skills related in particular to audio/radio production and program making.
- Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.
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Assessment tasks

- · A short portrait in sound
- Participation:

Learning and teaching activities

- Using ProTools software demonstrations and workshops which allow students to edit and mix audio programs
- · on various aspects of radio

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Demonstrate critical and conceptual skills in radio production, and research capability.
- Demonstrate a range of communication and expression skills.
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- Participation:

Learning and teaching activities

- Listening to interviews and preparing/conducting interviews for radio program contexts or other appropriate online contexts
- Using ProTools software demonstrations and workshops which allow students to edit and mix audio programs
- · Practice and review of radio scripts and links
- Studio and class workshops using microphones, and exploring voiced speech for audio media presentation
- · on various aspects of radio

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Demonstrate critical and conceptual skills in radio production, and research capability.
- Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.

Assessment tasks

- · Radio 'Feature' or 'Package'
- Participation:

Learning and teaching activities

· on various aspects of radio

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and

they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Demonstrate critical and conceptual skills in radio production, and research capability.
- Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.
- Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

Assessment tasks

- · Radio 'Feature' or 'Package'
- Participation:

Learning and teaching activities

- Listening to interviews and preparing/conducting interviews for radio program contexts or other appropriate online contexts
- · Practice and review of radio scripts and links
- · on various aspects of radio

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Demonstrate a range of operational, technical and media industry/journalistic skills related in particular to audio/radio production and program making.
- Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.
- Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

Assessment tasks

- Vox Pop: Interviewing/editing
- · Radio 'Feature' or 'Package'

Learning and teaching activities

- Using ProTools software demonstrations and workshops which allow students to edit and mix audio programs
- · Practice and review of radio scripts and links
- · on various aspects of radio

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- · Demonstrate critical and conceptual skills in radio production, and research capability.
- Demonstrate a range of communication and expression skills.
- Demonstrate a range of operational, technical and media industry/journalistic skills related in particular to audio/radio production and program making.
- Evaluate critically creative and professional media practice, with an emphasis on production of radio industry audio content.
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Assessment tasks

- Vox Pop: Interviewing/editing
- A short portrait in sound
- Radio 'Feature' or 'Package'

Learning and teaching activities

- Listening to interviews and preparing/conducting interviews for radio program contexts or other appropriate online contexts
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- Practice and review of radio scripts and links
- Studio and class workshops using microphones, and exploring voiced speech for audio media presentation
- · on various aspects of radio

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcome

 Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

Assessment tasks

- Vox Pop: Interviewing/editing
- · Radio 'Feature' or 'Package'
- Participation:

Learning and teaching activities

· on various aspects of radio

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcome

 Plan strategically, and develop team skills to produce a range of creative and journalistic outputs

Assessment task

Vox Pop: Interviewing/editing

Further Notes on Assessment

Audio assignments

Submit to Workstation for your tutorial class. See Peter Ring if any problems.

Return of marked work

Where students' work is handed in on time, feedback will be given verbally in tutorials (if the assignment is auditioned in class) and through written feedback with the grade achieved shown for each assignment activity. Written feedback will usually accompany returned work and be available Ground Floor W6A or handed back in Tutes. Final assessment marking will be returned at end of Faculty marking period each semester to W6A Ground Floor or by Tutor's arrangement. Email returns of Feedback are optional, and will be negotiated with your tutor.

Electronic Submissions

Information about how to submit work online can be accessed through the iLearn unit.

Examination	
No exams set for MAS206	
Extensions and special consideration	

Deadlines are not negotiable unless a substantial mitigating reason or medical certificate is provided to Tutor/Convenor. Late assignments (without prior consultation with Convenor or adequate reason in writing and approved) will lose marks on a (5%) per day basis. Students who miss more than two (3) lectures without adequate reason (in writing) or workshops (or consistently come late &/or leave early) will receive a Fail for their participation mark. Email the Convenor if you have legitimate concerns regarding absences or have timetable clashes for the lecture.

All students must attend workshops, and if more than three workshops are missed without adequate reason an automatic Failure will result. Please see Convenor and your Tutor if you have any concerns.