MAS 206
Radio Production
S1 Day 2015
Dept of Media, Music & Cultural Studies

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Disclaimer
Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.
**General Information**

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<th>Unit convenor and teaching staff</th>
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<tr>
<td>Unit Convenor</td>
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<tr>
<td>Virginia Madsen</td>
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<td><a href="mailto:virginia.madsen@mq.edu.au">virginia.madsen@mq.edu.au</a></td>
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<td>Contact via <a href="mailto:virginia.madsen@mq.edu.au">virginia.madsen@mq.edu.au</a></td>
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<th>Prerequisites</th>
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<th>Unit description</th>
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<td>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.</td>
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**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](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

General Assessment Information

Submission instructions for all three assignments:

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

Assessment Tasks

<table>
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<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
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<tr>
<td>Vox Pop: Interviewing/editing</td>
<td>15%</td>
<td>Week 5 Tutes</td>
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<tr>
<td>Portrait in sound</td>
<td>25%</td>
<td>Week 7</td>
</tr>
<tr>
<td>Radio 'Feature' or 'Package'</td>
<td>40%</td>
<td>Week 13</td>
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<tr>
<td>Participation:</td>
<td>20%</td>
<td>Continuous</td>
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**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. This assignment will be staged to assist you with developing skills of editing/construction using ProTools software. Voxpops will be edited using the Digital Audio
Workstations (DAWS) and Pro-Tools. This exercise requires that you show competence with
digital recording, workstation facilities, transferring data, editing techniques and ‘cue sheet’
preparation. Your voxpop should be edited to 1’30” - 2 minutes, and submitted to workstation
drop box in class. Also submit a Cue sheet (see Tutor/iLearn for example) & a brief reflection (2
page max) on the task outlining why you chose the question you did; where you recorded the
voxpop interviews; and how many you recorded. Then describe/categorize these (a diversity; or
if not, why) and account for the way you have ordered them. Submit paperwork/Cue sheet and
Reflections to Tutor via iLearn.

(Work to be done 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

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 time/s & location/s to record. Record. Return with recordings. Copy off machine
to USB/your laptop/other. Listen, log and begin to construct your portrait; how might you edit and
'mix' sections from your interview or recordings of this person to create a 'view' of them. Use non
interview sections with them (ie a scene), plus actuality, and excerpts of your interview. Edit and
arrange on DAWS. Do a rough mix for assessment. Always have audio in class for possible
audition by Tutor.

NB: ‘On location’ recording presents opportunities for sound portraiture, so make sure you record
some ‘atmosphere’ or ‘actuality’ or ‘scenes’ 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 (scene).
Recording your meeting with them might be useful too (scene). Consult your Reader and
suggested radio examples for more tips. Remember to think about how they/their life or story
might be interesting 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, in the interview and
recording session/s 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 final piece (*audio wav file*) prior to your Week 7 tute, **with Cover Sheet, cue Sheet, and reflection** (max 2 A4) on the task (your choice of subject, interviewing experience you had, what stood out for you from all you recorded/how do you feel about the results?) To be done in pairs.

**NB:** It is possible to consider this subject (of your portrait) as material which contributes to 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 Assign 3.

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/with synopsis for this feature to be emailed to your Tutor by Week 6 (before the break). One A4 page.

**Submission:** Each student must also complete a reflection to accompany the feature outlining your individual role in production; how and why you pursued the treatment you did?; where could a piece like this be programmed? (ie suitable for a magazine program on 2SER, or for eg Triple J's Hack? Or for a specialist podcast series or other (name example of a program)?
Please also comment on the process, and what discoveries you made through making this program (approx 2 A4 pages, 1.5 spacing; 12pt Times New Roman).

The best features will usually be offered to 2Ser, or you can approach another community broadcaster for possible programming. This assists you to build up a portfolio of creative/journalistic work. Podcasting some of these, either on 2SER or on the Dept's website may also be 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 (mainly in Reader) 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 will also contribute to your overall 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

https://unitguides.mq.edu.au/unit_offerings/49541/unit_guide/print 6
Delivery and Resources

REQUIRED READING

The Radio Reader 2015: A selection of readings on radio (historical aspects, forms, specialist skills etc), available from Campus/Co Op shop, before week 1 (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)


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


Belmont CA: 2006


Patching, Roger & Hirst, Martin. Journalism Ethics: Arguments and cases for the twenty-first century: Macmillan 2013


Radio stations/programs, and audio sites of interest online which include examples of feature and interview content

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 RN features extracted from across programming http://www.abc.net.au/radionational/features/

ABC Radio Eye (Features & Docs, now as an archive) http://www.abc.net.au/rn/radioeye/

ABC 360 (ABC features and documentaries program - 2014/archived) http://www.abc.net.au/rn/360/

ABC JJJ: http://www.abc.net.au/triplej/programs/
ABC JJJ Hack (national current affairs/interviews/features program for youth)
http://www.abc.net.au/triplej/hack/

**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


Download this show (popular show and podcast on latest technology) http://www.abc.net.au/radionational/programs/downloadthisshow/

**Earshot:** new ABC RN (national network) (documentaries program starting 2015)
http://www.abc.net.au/radionational/programs/earshot/

**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


**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/


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

**Serial** (2014 cult USA podcast based on a crime investigation, huge audiences and international following for its 12 episodes) http://serialpodcast.org

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 recommended)*: 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/


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 every year 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.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 Learning and Teaching Category 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/](https://students.mq.edu.au/support/student_conduct/)

Results

Results shown in iLearn, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

Additional information


Information is correct at the time of publication

Student Support

Macquarie University provides a range of support services for students. For details, visit [http://students.mq.edu.au/support/](http://students.mq.edu.au/support/)

Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://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 Disability Service 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](http://ask.mq.edu.au)

IT Help


When using the University’s IT, you must adhere to the [Acceptable Use Policy](#). The policy
Graduate Capabilities

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 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

• Portrait in sound
• 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

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

• 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.

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- 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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- Vox Pop: Interviewing/editing
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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 systematically 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.
- 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.

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

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

**Assessment tasks**

- Vox Pop: Interviewing/editing
- Portrait in sound
- 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 outcomes**

- 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
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. Extensions will be considered only if application is made in writing to Tutor.