

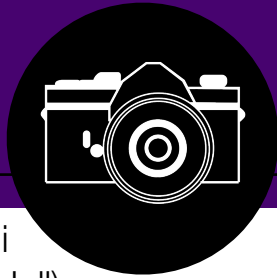


Digital Media Production

*** This is a workshop course designed to build skills through hands-on training ***

It is the responsibility of all students to follow the University's policy and guidance about COVID-19. Please visit Carleton's COVID-19 page for updates: <https://carleton.ca/covid19/>

COMS 4501
Winter 2021



Wednesdays
8:35am-11:25am EST
TB 431

Dr. Vincent Andrisani
RB 4319 (Richcraft Hall)

Office Hours:
Wed 1:35pm - 2:25pm
or by apt

Course Description

In our contemporary media environment, user-generated content is most often used as a tool for entertainment, personal branding, and/or social networking. But it can also be something more. How and under what conditions are media used as a means of democratic participation, place-making, and an expression of citizenship?

COMS 4501: Digital Media Production explores this question by positioning students as media producers tasked with designing socially engaged media. Using a combination of formats that gravitate mainly around audio production, students will produce media to communicate stories that intervene with popular media.

Assignments

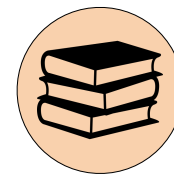
Discussion Forum **20%** (top 6 of 8)
Audio Portrait **20%**
Soundscape Composition **20%**
Audio Documentary **25%**
Portfolio Website **15%**



Required Materials

You will need access to a handheld audio recorder (e.g. Zoom H1n, Zoom H2n, Sony ICDUX560, Tascam DR05X, etc.) and you must download Audacity (free audio production software, available online). You will also need a smartphone and the ability to download camera apps for capturing and editing photos.

Syllabus material will be provided in Brightspace, which will consist of a combination of academic articles and media such as podcasts and audio docs.



Learning Objectives

By the end of this course students will be able to:

1. demonstrate rudimentary media production skills
2. conduct and edit an interview in audio format
3. offer tailored and detailed feedback on media produced by classroom peers
4. assemble coherent and accessible forms of digital messaging for public audiences



All work will be submitted through Brightspace. Late submissions will be penalized **5%/day** (including weekends). Extensions can be negotiated only if absolutely necessary and must be accompanied by a self-declaration accommodation form. Extension requests made within 24 hours of a deadline will not be considered.

Weekly Schedule

Intro to Media Practice: Sound + Image (Sept 8)

- Course Introduction

Module 1: Voicing Home (Sept 15 - Oct 6)

1. Setting Up Home (Sept 15)
2. On Producing Voice (Sept 22)
3. Story, Community, Voice (Sept 29)

Audio Portrait Due: October 6

Module 2: Composing Soundscapes (Oct 13 - Nov 10)

1. The Sounds of the City (Oct 13)
2. On Field Recording + Multi-tracking (Oct 20)

*** Reading Week (Oct 25 - Oct 29) ***

3. Composing with Sound (Nov 3)

Soundscape Composition Due: November 10

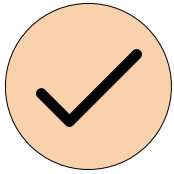
Module 3: Documenting Settlement (Nov 17 - Dec 8)

1. Settler Geographies (Nov 17)
2. Documentary Storytelling (Nov 24)
3. Presenting Your Pitch (Dec 1)

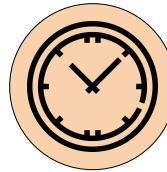
Audio Doc + Portfolio Website Due: Dec 8

* the readings + course playlist are available in Brightspace and www.theplaceofsound.ca

What is Expected of You



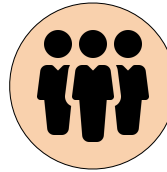
Participation. Ask questions. Converse with others. Share ideas. Your participation will not only help you learn the skills being taught in this course, but it will also enhance your course experience.



Patience. Many of you will be learning new software and new ways of producing academic work. Be patient. It takes time and effort to become a media producer.



Read + Listen. This course, like all others, requires you to keep up with course material. Expect to spend 5-6 hours outside of class time reading, listening, and preparing for class.

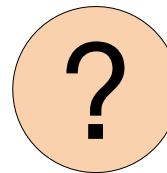


Citizenship. Be a good citizen of our classroom community. Collaborate. Support. Encourage. Treat your peers and the instructor with respect. Do your part to make this course a productive learning experience for everyone.

What is Expected of Me



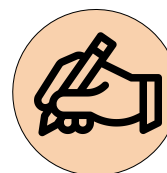
Communication. On weekdays, I will respond to emails within 48 hours of receiving them. If your question requires a reply that is more than several sentences, let's meet during office hours.



Questions. You have questions? I have answers. Ask during class time, via email, or during office hours. Whatever you do, just ask.



Guidelines. You can expect detailed assignment guides + grading rubrics for each assignment. Review these documents so you're familiar with expectations and grading criteria.



Feedback. For many of you, this will be your first time doing a media production course. It's my job to guide you through it by letting you know exactly where and how you can improve your work.

The Fine Print

Grading

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Final standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points is:

Percentage	Letter grade	12-point scale	Percentage	Letter grade	12-point scale
90-100	A+	12	67-69	C+	6
85-89	A	11	63-66	C	5
80-84	A-	10	60-62	C-	4
77-79	B+	9	57-59	D+	3
73-76	B	8	53-56	D	2
70-72	B-	7	50-52	D-	1

Approval of final grades. Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by an instructor may be subject to revision. No grades are final until they have been approved by the Dean.

Student Conduct Online

Students are expected to contribute towards an engaging, inclusive, and safe learning environment. During all class-related activities, whether synchronous or asynchronous, students are expected to respect others. In accordance with the Student Rights and Responsibilities Policy, discrimination and harassment will not be tolerated. Do not cut and paste, screen shot, share course content, or post the words of your classmates or Instructor outside of class without permission. When submitting assignments and/or completing exams, you are expected to articulate responses in your own words rather than cutting and pasting from course materials, which is a form of plagiarism. Being able to explain course content on your own is an important part of learning.

Online Imaging and Recording Statement. This course may include classes or sessions that use video conferencing platforms, such as Zoom, MS Teams and BigBlueButton. You are not required to turn your camera on and may decide to turn it on or off at any time. Students are not permitted to take photographs, screenshots, or record other students unless they obtain explicit permission from the professor and all other students well in advance of the session.

Carleton E-mail Accounts

All email communication to students from the Communication and Media Studies Program will be via official Carleton university e-mail accounts and/or Brightspace. As important course and University information are distributed this way, it is the student's responsibility to monitor their Carleton and Brightspace accounts.

Academic Accommodations

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the EIC website: <http://www2.carleton.ca/equity/>.

Religious obligation. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the EIC website: <http://www2.carleton.ca/equity/>.

Survivors of sexual violence. As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: www.carleton.ca/sexual-violence-support

Academic accommodations for students with disabilities. The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). Requests made within two weeks will be reviewed on a case-by-case basis. After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website (www.carleton.ca/pmc) for the deadline to request accommodations for the formally-scheduled exam (if applicable).

Accommodation for student activities. Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit students.carleton.ca/course-outline.

Community Resources

If you need more support than can be provided by the instructor or your teaching assistant, you are encouraged to take advantage of the following resources available on campus and in the community:

- Health and Counselling Services: <http://carleton.ca/health/>
- Equity Services <http://carleton.ca/equity/>
- Sexual Assault Support Services: <https://carleton.ca/sexual-violence-support/sexual-assault-support-services/>
- The Sexual Assault Support Centre of Ottawa: <https://sascottawa.com> | 24/7 confidential support line, 613.234.2266
- International Students Services Office: <http://carleton.ca/isso/>
- Carleton Undergraduate Students' Association (CUSA) service centres: <http://cusaonline.ca/services/servicecentres/>
- Centre for Indigenous Initiatives: <https://carleton.ca/indigenous/students/>

Academic Integrity + Plagiarism

The Carleton University Senate defines plagiarism as “presenting, whether intentionally or not, the ideas, expression of ideas, or work of others as one’s own”. This can include the following:

- Reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the source;
- Submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- Using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- Using another’s data or research findings;
- Failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- Handing in “substantially the same piece of work for academic credit more than once without the prior written permission of the course instructor in which the submission occurs.”

Be sure to familiarize yourself with Carleton University’s policy on Academic Integrity, which can be found here: <https://carleton.ca/registrar/wp-content/uploads/Academic-Integrity-policy-June-2021.pdf>.