
Radio Program Production

COMM-3351

Fall 2020 Section 01 3 Credits 08/12/2020 to 12/05/2020 Modified 08/11/2020

Description

Instruction in the operation of radio technology and introduction to the production of radio programs. Opportunity for practical experience with the university radio station.

Requisites

Prerequisites:

COMM 1154 Minimum Grade: C and ENGL 1102 Minimum Grade: C

Corequisites:

Contact Information

Instructor: Dr. Brad Yates

Email: byates@westga.edu

Office: Humanities 151

Phone: 678-839-4938

Google Voice Text: 678-752-7239

Office Hours

By Appointment and Virtually

Tuesday, Wednesday, Thursday, 2:00 PM to 4:00 PM

[Google Meet Link](#)

Meeting Times

Lecture/Lab

Tuesday, Thursday, 11:00 AM to 12:15 PM, Anthropology G15

Radio Suite - Anthropology G20

Materials

Modern radio and audio production: Programming and performance

Author: Hausman, C., Messere, F., O'Donnell, L. & Benoit, P.

Publisher: Wadsworth

Edition: 10th

ISBN: ISBN-10: 1305077490; ISBN-13: 9781305077492

Availability: Campus Bookstore

Additional Materials

You will be assigned to listen to various broadcast and online radio programs as well as podcasts and given additional readings from selected textbooks, newspapers, magazines, and online sites throughout the semester.

*It is not possible to successfully complete the requirements of COMM 3351 without reading the textbook and additional materials.

Outcomes

ABOUT THE COURSE

COMM 3351-Radio Program Production is an introduction to radio and audio technology as well as radio and audio program production techniques through lecture and laboratory experiences. You will learn how to operate basic radio and audio equipment and develop basic radio and audio production skills by producing several projects.

Course Learning Outcomes:

1. Students will understand concepts and apply theories in the use and presentation of images and *(ACEJMC SLO 5)*

More specifically:

1. Students will describe the basic equipment, terminology, and production techniques used in radio and audio production.
2. Students will explain the nature of production and its relationship to radio program and podcast formats.
3. Students will apply tools and technologies appropriate for the communications professions in which they *(ACEJMC SLO12)*

More specifically:

1. Students will summarize and practice critical evaluation of production techniques used in radio and audio production.
2. Students will demonstrate the basic skills used to produce radio and audio programming.

Evaluation

GRADING POLICY

Grades earned in this class are based solely on the following:

Quizzes (10 out of 12 quizzes-drop lowest 2 grades)	100 points
Listening Assignment	25 points
Lab Assignment #1 (Record & Layer Sources)	25 points
Lab Assignment #2 (Produce News Field Report)	25 points
Lab Assignment #3 (Produce Commercial)	75 points
Team Project #1 (Conduct and Edit an Interview)	75 points
Team Project #2 (Top of the Hour News)	75 points
<u>Team Project #3 (Produce "Live" Drive Time Segment or Podcast)</u>	<u>100 points</u>
Total	500 points

Criteria

Grading Scale (Points needed to receive grade)

A	450-500
B	400-449
C	350-399
D	300-349
F	299 and below

*Note: I reserve the right to change the assignments and point values in an effort to meet the objectives of the course. Ample notice will be provided if such changes are made.

Breakdown

Assignments

Chapter Quizzes

Twelve (12) quizzes will be administered during the semester via CourseDen.

The quizzes will be a combination of Multiple Choice, True/False, and Fill-in-the-Blank and will cover textbook chapters, lectures, handouts, audio programs, podcasts, videos, films, and online content presented in class.

Each quiz is worth 10 points toward your final grade (100 points total).

The two lowest quiz grades will be dropped.

Listening Assignment

One (1) listening assignment will be required in an effort to improve your ability to analyze critically a radio program's or podcast's content and production value.

This assignment will be worth 25 points.

Details will follow in handouts.

Three (3) Lab Assignments

Three (3) specific lab assignments will offer you the opportunity to develop radio and audio production skills necessary to produce radio and audio programs.

Two assignments are worth 25 points each and one assignment is worth 75 points (125 points total).

Details will follow in handouts.

Team Projects

Three (3) team projects will be required in this course.

The first project is an exercise in **interviewing and editing**.

The second project affords the opportunity to produce a **"Top of the Hour News"** segment.

The third project requires you to produce a **"live" 15-minute segment or podcast**.

Team projects one and two are worth 75 points each, and the third one is worth 100 points (250 points total).

Details will follow in handouts.

Schedule

The class schedule and assignments are **subject to change** in order to accommodate guest speakers, reinforce course material, and maintain some flexibility.

Additional reading and viewing assignments will be made throughout the semester.

You are responsible for all material assigned.

August

Week One

Wed. 12-

- Classes Begin

Thurs. 13- **Group B**

- Syllabus review
- General overview of radio industry
- Radio Suite orientation
- Handout on Listening Assignment #1

Week Two

Tues. 18- **Group A**

- Syllabus review
- General overview of radio industry
- Radio Suite orientation
- Handout on Listening Assignment #1

Thurs. 20- **Group B**

- Handout on Lab #1-Adobe Audition-Record & Layer Sources
- Adobe Audition Training (G15)
- Ch. 1-Production in Modern Radio and Online Audio Media
- Ch. 3-Consoles

Week Three

Tues. 25- **Group A**

- Handout on Lab #1-Adobe Audition-Record & Layer Sources
- Adobe Audition Training (ANTH G15)
- Ch. 1-Production in Modern Radio and Online Audio Media
- Ch. 3-Consoles

Thurs. 27- **Group B**

- Ch. 5-Editing
- Adobe Audition Training (ANTH G20)
- Listening Assignment Due @ 11:59 p.m. via Assignments Tool in CourseDen
- Quizzes - Chapters 1 & 3 - Due @ 11:59 p.m. via CourseDen

September

Week Four

Tues. 01- **Group A**

- Ch. 5-Editing
- Adobe Audition Training (ANTH G20)
- Listening Assignment Due @ 11:59 p.m. via Assignments Tool in CourseDen
- Quizzes - Chapters 1 & 3 - Due @ 11:59 p.m. via CourseDen

Thurs. 03- **Group B**

- 13-News Production
- Handout on Lab #2-Produce News Field Report
- Field Report and Recorder Training

Week Five

Tues. 08- **Group A**

- 13-News Production
- Handout on Lab #2-Produce News Field Report
- Field Report and Recorder Training

Thurs. 10- **Group B**

- Ch. 2-Sound and Microphones
- Ch. 11-Writing for the Ear
- Vocal Training
- Lab#1-Adobe Audition-Recording & Layering of Sources Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Quizzes - Chapters 5 & 13 - Due @ 11:59 p.m. via CourseDen

Week Six

Tues. 15- **Group A**

- 2-Sound and Microphones
- Ch. 11-Writing for the Ear
- Vocal Training
- Lab#1-Adobe Audition-Recording & Layering of Sources Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Quizzes - Chapters 5 & 13 - Due @ 11:59 p.m. via CourseDen

Thurs. 17- **Group B**

- Ch. 12-Commercial Production
- Handout on Lab #3-Produce Commercial

Week Seven

Tues. 22- **Group A**

- Ch. 12-Commercial Production
- Handout on Lab #3-Produce Commercial

Thurs. 24- **Group B**

- Ch. 9-Achieving An Effect
- Commercial Copy Due in Class @ 11:00 a.m.
- Quizzes - Chapters 2 & 11 - Due @ 11:59 p.m. via CourseDen

Week Eight

Tues. 29- **Group A**

- Ch. 9-Achieving An Effect
- Commercial Copy Due in Class @ 11:00 a.m.

- Quizzes - Chapters 2 & 11 - Due @ 11:59 p.m. via CourseDen

October

Thurs. 01- **Group B**

- Ch. 6-Recorded Program Production
- WideOrbit Orientation (ANTH G20)
- Handout on Team Project #1-Adobe Audition-Editing Interview
- Lab#2-News Field Report Due @ 11:00 a.m. via Assignments Tool in CourseDen
- ***Graduation Application Deadline for Spring 2021***

Week Nine

Mon. 05-

- *Last day to withdraw with a grade of W from Full Term (non-eCore) 16 week courses.*
- *Students who withdraw from a Full Term (non-eCore) class between August 19th and October 5th will receive a grade of W.*
- *Reminder there is no refund associated with withdrawing from a course.*
- *Undergraduate course withdrawals during this period are subject to the Limited Withdrawal Policy. [Click here](#) for more information.*

Tues. 06- **Group A**

- Ch. 6-Recorded Program Production
- WideOrbit Orientation (ANTH G20)
- Handout on Team Project #1-Adobe Audition-Editing Interview
- Lab#2-News Field Report Due @ 11:00 a.m. via Assignments Tool in CourseDen

Thurs. 08- **Group B**

- Ch. 7-Live, On-Air Production
- Commercial Rough Cut Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Quizzes - Chapter 9 & 12 - Due @ 11:59 p.m. via CourseDen

Week Ten

Tues. 13- **Group A**

- Ch. 7-Live, On-Air Production
- Commercial Rough Cut Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Quizzes - Chapter 9 & 12 - Due @ 11:59 p.m. via CourseDen

Thurs. 15- **Group B**

- Commercial Rough Cut (cont.)
- Handout on Team Project #2-Top of the Hour News Segment

Week Eleven

Tues. 20- **Group A**

- Commercial Rough Cut (cont.)
- Handout on Team Project #2-Top of the Hour News Segment

Tues. 22- **Group B**

- Ch. 10-Drama and Dramatic Elements
- Ch. 14-Remote and Sports Production
- Lab #3-Radio Commercial Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Handout on Team Project #3-Produce Drive Time Segment

- Quizzes - Chapters 6 & 7 - Due @ 11:59 p.m. via CourseDen

Week Twelve

Tues. 27- **Group A**

- Ch. 10-Drama and Dramatic Elements
- Ch. 14-Remote and Sports Production
- Lab #3-Radio Commercial Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Handout on Team Project #3-Produce Drive Time Segment
- Quizzes - Chapters 6 & 7 - Due @ 11:59 p.m. via CourseDen

Thurs. 29- **Group B**

- Record Interview for Team Project #1

November

Week Thirteen

Tues. 03- **Group A**

- Record Interview for Team Project #1

Thurs. 05- **Group B**

- Record Team Project #2-Top of the Hour News
- Team Project #1-Edited Interview Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Quizzes - Chapters 10 & 14 - Due @ 11:59 p.m. via CourseDen

Week Fourteen

Tues. 10- **Group A**

- Record Team Project #2-Top of the Hour News
- Team Project #1-Edited Interview Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Quizzes - Chapters 10 & 14 - Due @ 11:59 p.m. via CourseDen

Thurs. 12- **Group B**

- Record Team Project #3
- All Outstanding Quizzes Due @ 11:59 p.m. via CourseDen

Week Fifteen

Tues. 17- **Group A**

- Record Team Project #3
- All Outstanding Quizzes Due @ 11:59 p.m. via CourseDen

Thurs. 19- **Group B**

- Record Team Project #3

Week Sixteen

Tues. 24- **Group A**

- Record Team Project #3

Wed. 25-

- Last Day of Classes

Thurs. 26-

- ***Thanksgiving Break***

Week Seventeen

Mon. 30-

- Exams Begin

December

Tues. 01-

- Exam Period (Remote) (11:00 a.m. - 1:00 p.m.) (NOTE THE EXTENDED TIME)

Week Eighteen

Sat. 12-

- Graduation

Note: I wish to acknowledge and thank Dr. Glenn Novak for allowing me to use parts of his syllabus to design this one. His materials and advice are greatly appreciated! I also wish to acknowledge Dr. Fritz Messere and Dr. Nola Heidlebaugh and thank them for writing the instructor's manual to *Modern radio production: Production, programming, and performance*. Their suggestions have been incorporated into the design of this course.

* Course Policies and Resources

COMMUNICATION & OFFICE HOURS

Below are the communication protocols for this class.

Communication Tools	Rules
CourseDen	Use this account as the primary method of communication for the duration of this course. Class-related inquiries should be sent in CourseDen email.
UWG E-mail Account byates@westga.edu (mailto:byates@westga.edu)	Use this account for all non-class related inquiries. General class-related inquiries may be copied to this address. The official university communication to students is through campus e-mail via myUWG (http://myuwg.westga.edu/cp/home/loginf). Be sure to access this several times a week to keep up-to-date on important information from the university.
My Response Time	Necessary responses to your email inquiries will be sent within 48 hours or less assuming there is no extenuating circumstance that does not allow for a response within the designated timeframe.
Google Voice 678-752-7239	Use this number to leave class-related voicemails or texts.

Office Phone 678-839-4938	Use this number for all non-class related inquiries unless we have made special arrangements to converse via phone.
Emergencies	If you have to contact me because of an emergency, you may use CourseDen email, my email, office phone, or Google Voice.
Office Hours	I will maintain virtual office hours from 2:00-4:00 p.m. Tuesdays, Wednesdays, and Thursdays during the semester and will be accessible via e-mail and Google Meet (http://meet.google.com/ari-vjfu-tcx) . You may also schedule an face-to-face, phone, or virtual appointment outside of office hours.

LATE/MAKE-UP ASSIGNMENTS & TESTS/QUIZZES

Late assignments: Late assignments will be accepted at my discretion. If a late assignment is deemed acceptable, it will suffer a half a letter grade penalty for each day (not class meeting) it is late.

Make-up assignments and tests/quizzes: Any make-up assignments or tests/quizzes will be administered at my discretion. All requests to make-up assignments or tests/quizzes must be substantiated with official documentation as to why you were absent and unable to complete your work. Acceptable situations include a serious incapacitating illness or a death in your family, among others. See Health Services [Patient Advocates \(https://www.westga.edu/student-services/health/medical-academic-advocacy.php\)](https://www.westga.edu/student-services/health/medical-academic-advocacy.php) when relevant to obtain official documentation.

SUPPLEMENTAL HANDOUTS

You are responsible for reviewing all supplemental handouts, some of which will be shared in class. All handouts will be posted in CourseDen.

ACADEMIC DISHONESTY

Academic dishonesty is NOT tolerated. It will result in failure on assignment(s) as well as possible disciplinary sanction(s) in accordance with the academic misconduct policy as stated in the latest [Student Handbook \(https://www.westga.edu/administration/vpsa/assets/docs/2019-2020-student-handbook.pdf\)](https://www.westga.edu/administration/vpsa/assets/docs/2019-2020-student-handbook.pdf). University of West Georgia [Honor Code \(https://www.westga.edu/administration/vpsa/assets/docs/2019-2020-student-handbook.pdf\)](https://www.westga.edu/administration/vpsa/assets/docs/2019-2020-student-handbook.pdf) defines academic dishonesty as cheating, fabrication, plagiarism and facilitating or allowing academic dishonesty in any academic exercise.

Cheating: using or attempting to use unauthorized materials, information or study aids

Fabrication: falsification or unauthorized invention of any information or citation

Plagiarism: representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

Academic dishonesty in any form compromises your grade and lowers the quality of your diploma. A fellow student who cheats may actually lower your grade, sometimes causing unfair and inflated grading scales. I hope each of you values your college education enough to protect yourself from dishonest classmates. If you are aware of cheating taking place, please contact me or the Associate Vice President for Academic Affairs, Dr. Jill Drake, and proper action will be taken.

ACCESSIBILITY ACCOMMODATIONS

I will make accommodations for students who submit a UWG SAR (student accommodation report) from [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php). Students requiring short-term accommodations may work through Health Services [Patient Advocates \(https://www.westga.edu/student-services/health/about-](https://www.westga.edu/student-services/health/about-)

[us-patient-advocacy.php](#)). If unusual circumstances arise, let me know as soon as you can, not a few days before an assignment or test/quiz is due. Don't wait until after the first assignment or test/quiz to talk with me! I am here to facilitate your learning, but I need to be informed to do so.

RADIO SUITE RULES

1. Use facilities only during class time or under the supervision of authorized personnel or after sufficient training.
2. [Sign up via Google Calendar \(https://calendar.google.com/calendar/selfsched?sstoken=UVBSenJYTVLVGk4fGRIZmF1bHR8NTE4ODRIZjRhYzEzOTg4MzlxNzQwNDY0MTI0YWNjOTY\)](https://calendar.google.com/calendar/selfsched?sstoken=UVBSenJYTVLVGk4fGRIZmF1bHR8NTE4ODRIZjRhYzEzOTg4MzlxNzQwNDY0MTI0YWNjOTY) to schedule time in the Radio Suite (Anthropology G20). No more than four students in the lab at one time. **Practice social distancing and wear your masks - they are mandatory, per the USG (https://www.usg.edu/coronavirus/#updated_guidance_on_age_underlying_medical_conditions_use_of_face_coverings).** Sessions will be limited to **ONE (1) HOUR if there are 3-4 students working at the same time. TWO (2) HOUR sessions are permitted if there are 1-2 students working at the same time.** Working after hours is permitted. Your UWG ID card will allow you to gain access to Anthropology G20 (typically 7 a.m.-midnight, which are the building hours). If you gain entry into Anthropology G20 during building hours, and the building closes while you are in the lab, you may remain in the lab until your allotted time expires. You will be permitted to bring "talent" to your lab sessions, but your "talent" must always be accompanied/supervised by you. Radio Suite privileges will be revoked if anyone is caught allowing someone other than students enrolled in COMM 3351 - Radio Program Production to use the suite. If privileges are revoked, assignments are still due as indicated in the syllabus. See who has signed up to use the Suite [here \(https://calendar.google.com/calendar/selfsched?sstoken=UVBSenJYTVLVGk4fGRIZmF1bHR8NTE4ODRIZjRhYzEzOTg4MzlxNzQwNDY0MTI0YWNjOTY\)](https://calendar.google.com/calendar/selfsched?sstoken=UVBSenJYTVLVGk4fGRIZmF1bHR8NTE4ODRIZjRhYzEzOTg4MzlxNzQwNDY0MTI0YWNjOTY).
3. **Sanitize your keyboard, computer screen, control board, mixer(s), and microphones before and after use.**
4. Do not operate anything until you understand it.
5. Put equipment and supplies where they are to be properly stored when you or the class are finished using them.
6. Never "force" anything. If you think something isn't working properly or is malfunctioning, notify the Radio Suite Supervisor or me immediately.
7. **NO EATING, DRINKING, SMOKING, OR TOBACCO CHEWING IN THE RADIO SUITE. ABSOLUTELY NONE! FAILURE TO DO SO WILL FORFEIT YOUR RIGHT TO USE THE SUITE WHETHER YOU HAVE A PROJECT DUE OR NOT. THIS APPLIES TO YOU AND ANY OUTSIDE TALENT YOU MAY BRING IN FOR YOUR PROJECT.**
8. Do not step on any cables.
9. Respect equipment as if it were your own. It is expensive and crucial to your successful completion of this course. If you abuse equipment, harsh academic and/or financial consequences could result.
10. Do not attempt to repair equipment. Do not take apart any equipment.
11. Use courtesy and patience with each other when working in teams. Do not physically or verbally abuse other people.
12. Watch your time so as not to go over time and start eating into the allotted time slot of another student.

TIME AND LIMITED EQUIPMENT

- Time is a critical element in radio production. Each student is responsible to be ready for lectures and labs on time. If it is your turn to do your production, be ready. There will be no postponements. Make sure your script, props, talent, etc. are ready to go when it is your turn. If you fail to do your production when it is your turn, you will get a zero for that assignment. There are 18-20 students and a limited amount of equipment and class time, so our schedules will be tight. Be ready. Be on time. Plan ahead.
- Equipment is limited. Thus, you must properly sign out each piece of equipment from the Department of Mass Communications Equipment Pool, which is located in Anthropology G12. The Media Lab Assistant who supervises the Equipment Pool or other authorized personnel can check out equipment to you. When the equipment is in your possession, you will be responsible for it. Please do a complete check of your location. For any item that you do not return, you will be liable for it, and the proper authorities will be notified.

BEHAVIOR IN THE CLASSROOM

You do not need me to tell you how to behave in a classroom environment. However, I want you to know what I expect from you in order to avoid embarrassing situations.

- You are expected to participate in class discussions and critiques. Comments should be constructive and not personal. Feel free to speak your mind during class, no matter how outrageous your comments may be. I expect, however, that you show

respect to your classmates. If you disagree with their point of view or their artistic interpretation, please express that disagreement in a way that is not offensive.

- I will be well aware of the clock during our class meetings. Therefore, please refrain from slamming books and closing backpacks until the class is over! I will be respectful of your schedules and will not purposely keep you longer than our allotted time; however, there may be occasions that we complete our tasks for the day, but still need to put the Radio Suite in order. Everyone is required to return the Radio Suite to its proper state after use or suffer a grade penalty.
- Turn off all mobile phones or put them on silent. If a phone rings or vibrates, I reserve the right to answer the phone or respond to a text and to ask you to leave class.

🎯 College/School Policies

Mass Communications Degree Program Learning Outcomes

ACEJMC Professional Values and Competencies: The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the Department is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The Department has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog](https://catalog.westga.edu/preview_program.php?catoid=14&poiid=2690) (https://catalog.westga.edu/preview_program.php?catoid=14&poiid=2690) or [ACEJMC - Standard 2. Curriculum and Instruction](http://www.acejmc.org/policies-process/nine-standards/) (<http://www.acejmc.org/policies-process/nine-standards/>).

6 X 6 MASS COMM SUCCESS

<p style="text-align: center;">6 X 6 MASS COMM SUCCESS (https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG)</p> <p style="text-align: center;">(click to view image)</p>	<ol style="list-style-type: none">1. Freedom of Speech & Press2. History3. Diversity4. Global Impact5. Theory6. Ethics7. Think Critically & Creatively8. Research & Evaluate9. Write Effectively10. Self-Evaluate11. Apply Numbers & Statistics12. Apply Technology
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Film & Video Production Degree Program Learning Outcomes

Overview: The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.

4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information)

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

Proctored Exams/Online Instruction: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

Face Coverings: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Student FAQs: For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php) (<https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php>).

Additional Items
