

# Radio Program Production

## COMM-3351

Spring 2021 Section 01 3 Credits 01/09/2021 to 05/11/2021 Modified 01/22/2021

### 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

**Office Hours:** Tue/Thu – 2pm - 3pm & 5pm – 6:30pm

Friday – 2pm-4pm (CourseDen Only)

All office hours will be held virtually with some exceptions. Students may contact the instructor to request a meeting day and time for an appointment. This appointment may take place on Google Meet, Collaborative Ultra, telephone, or another platform. If for some reason a student wants to meet in person with the instructor then certain accommodations can be made. In that case, both or all parties, student(s) and instructor, will follow the proper guidelines in terms of wearing masks and proper social distance in a safe environment.

**Mobile Telephone:** 404-375-7274

**E-mail:** [awill@westga.edu](mailto:awill@westga.edu) (Please email me through the course in Gmail which is preferred)

**Project Submission :** Course Den Assignment Submission Folder

**Important Note:** Read this entire course syllabus **carefully**. You are responsible for all the information contained herein. Ignorance of the policies of the class will not be an acceptable excuse.

#### OFFICE HOURS

I am available to address matters of concern via the Course Den system under the Collaborate Ultra tab, Google Meet, via email, telephone, or in-person (if necessary). Please email me if you need to make an appointment so we can decide on which communication method above is preferred.

If you have problems in the class, it is **YOUR responsibility** to initiate contact with me. I cannot help you if you do not communicate with me. Let me know of any problems **early** in the semester. I **will not** accept excuses for poor performance or missing tests, assignments, or projects especially late in the semester.

### Meeting Times

Tuesdays & Thursdays 12:30 p.m.- 1:45 p.m.

Room G15, Anthropology Building

## Materials

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### TEXT & ADDITIONAL MATERIALS

1. Hausman, C., Messere, F., O'Donnell, L. & Benoit, P. (2010). *Modern Radio & Audio Production: Programming and Performance* (10<sup>th</sup>). Cengage Learning.)
2. You will be assigned to listen to various broadcasts, satellite, or online radio programs and given additional readings from selected textbooks, newspapers, magazines, and Websites throughout the semester.

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

## Outcomes

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### Course Learning Outcomes:

1. The student will develop an understanding of the basic equipment, terminology, and production techniques used in radio production.
2. The student will gain knowledge of the basic skills to produce radio programming including productions of radio shows, public-service announcements, and news assignments.
3. The student will develop a basis for critical evaluation of production techniques used in radio and audio production.
4. The student will develop an understanding of the nature of production and its relationship to radio program formats.

## Evaluation

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### GRADING POLICY

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

Attendance & Class Participation	20%
Tests (3 X 8 percentage points)	24%
Take-home Assignments (3 X 6 percentage points)	18%
Production Projects (3 X 9 percentage points)	27%
<u>Final Project</u>	<u>11%</u>
<b>Total</b>	<b>100</b>

### Grading Scale:

Points needed to receive grade

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

# Criteria

## Breakdown

### Assignments

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\*Note: The instructor reserves the right to change the assignments and point values along with adding or subtracting a particular assignment in an effort to meet the objectives of the course. Ample notice will be provided if such changes are made.

**Tests and Take-home assignments** will be administered during the semester. Tests will be a combination of Multiple-Choice, True/False, Fill In the Blanks and Essay and will take place online. Tests will cover textbook chapters, lectures, handouts, etc. One test will be practical consisting of hands-on.

**Lab Projects and Assignments** will offer you the opportunity to develop radio production skills necessary to produce radio programs in the forms of entertainment and news. Written instructions will be given.

**Team Project** - One or two team projects will be required in this course. Teams will produce a 30 minute feature-length program in broadcast quality. Written instructions will be given.

**Promo/Liner** - You will produce a 15 or 30 second promo or 15 second liner for broadcast standards and possibly for feature-length radio program project or for an existing program on the student radio station. Written instructions will be given.

**Final Project** - Students will have a choice to produce one of two projects, either the Concert Production or the Public-Service Announcement. The descriptions for each of the two are below as follows:

**Concert Production** - You will produce a 30 or 60 second promotional spot supporting an upcoming concert for a particular artist or various artists of your choice. Written instructions will be given.

**Public-Service Announcement** - You will produce a 30 or 60 second radio public-service announcement on a topic pertaining to issues or needs of society or your local community. Written instructions will be given.

**“Shadow” at Remote and In-Studio:** If time permits, you will be required to “shadow” a WOLF staff member for **one (1) field remote** and for **one (1) in-studio show**. Contact the Operations Manager or Field Remote Coordinator to sign up. Details will follow in handouts.

### ASSIGNMENTS, TESTS & EXAMS

**Make-up assignments, projects and tests:** Any make-up work will be administered at the discretion of the instructor. All requests to make-up missed work 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.

**Late assignments:** Late assignments will be accepted at the discretion of the instructor. If a late assignment is deemed acceptable, it will suffer a letter grade penalty for each day it is late.

**Handouts:** You are responsible for collecting all handouts at the time they are distributed. If you are absent, you have ONE WEEK to collect the materials. After one week, copies of handouts will not be distributed. Handouts may be posted via Course Den.

### Schedule

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COMM 3351—Radio Program Production – Section 01

Class Schedule—Spring 2021

#### Week 1

1/12 **Group A** - Discussion of **course syllabus** including upcoming projects and assignments. Introduction of students along with discussion of course supplies and textbook needed.

Students will also form two groups for **Project I – Trendy Topics** – feature length program which is a group project assignment due on Friday, February 5<sup>th</sup> at end of day in **Assignment Submission Folders**.

**For next week:** Instructor will teach students studio setup using the **Radio Production Lab in Anthropology**.

- 1/14 **Group B** – Duplicate discussion of course syllabus and upcoming projects and assignments along with student introductions. Students form two groups for **Project I** and make decision regarding chosen topics, positions, and other areas of project.

## **Week 2**

- 1/19 **Group A** - Instructor covers hands-on with audio console, use of Adobe Audition, microphones, and playback uses of WideOrbit system. Students are encouraged to form groups for radio show if groups were not yet formed. Once groups are formed, students should immediately decide on positions for show and then discuss project guidelines. Both positions and program guidelines documents are in Content of Course Den.
- 1/21 **Group B** - Instructor covers hands-on with audio console, use of Adobe Audition, microphones, and playback uses of WideOrbit system. Students are encouraged to form groups for radio show if groups were not yet formed. Once groups are formed, students should immediately decide on positions for show and then discuss project guidelines. Both positions and program guidelines documents are in Content of Course Den.

## **Week 3**

- 1/26 **Group A** - Instructor teaches students hands-on of **studio setup** including Wide Orbit system of ingesting programming and playing back programs in studio along with continuation of audio board combo practices. Students are encouraged to continue working on project outside of class.
- 1/28 **Group B** - Instructor teaches students hands-on of **studio setup** including Wide Orbit system of ingesting programming and playing back programs in studio along with continuation of audio board combo practices. Students are encouraged to continue working on project outside of class.

## **Week 4**

- 2/02 **Group A** – Each radio group spends class time working on radio show. If needed, the two radio groups in Group A will split class time of studio use. The additional class time can be spent on preparing other areas of the show such as writing, music selections, topics, etc.
- 2/04 **Group B** – Each radio group spends class time working on radio show. If needed, the two radio groups in Group A will split class time of studio use. The additional class time can be spent on preparing other areas of the show such as writing, music selections, topics, etc.

## **Week 5**

- 2/09 **Group A** - Class time is spent on listening to Project I from each group. Both students and instructor will give proper critiques. For next week, students should read **Chapters 3 & 4** of the textbook and be ready for class discussion. Instructor will upload “**student Powerpoint**” for students to print out or follow along in class.
- 2/11 **Group B** - Class time is spent on listening to Project I from each group. Both students and instructor will give proper critiques. For next week, students should read **Chapters 3 & 4** of the textbook and be ready for class discussion. Instructor will upload “**student Powerpoint**” for students to print out or follow along in class.

## Week 6

- 2/16 **Group A - Lecture and discussion on Chapters 3 & 4 including uses of older analog technology such as reel-to-reel machines, cart machines, china markers, etc. and how this technology set the standard for the newer digital technology used today.**
- 2/18 **Group B - Lecture and discussion on Chapters 3 & 4 including uses of older analog technology such as reel-to-reel machines, cart machines, china markers, etc. and how this technology set the standard for the newer digital technology used today.**

## Week 7

- 2/23 **Group A - Lecture continues on Chapters 3&4. Students are to read and be ready to discuss Chapter 2 for next period.**

Both groups will complete Take-home Assignment I: *Radio Production using Research and Practical Methods* is due Friday, Feb. 26<sup>th</sup> end of day via Assignment Submission.

Both groups will also take Test I on Chapters 3&4 will be given online Wed. March 3<sup>rd</sup>.

- 2/25 **Group B - Lecture continues on Chapters 3&4. Students are to read and be ready to discuss Chapter 2 for next period.**

## Week 8

- 3/02 **Group A - Lecture and discussion of Chapter 2 *Sound and Microphones* including uses of various microphone types such as Lavalier, studio, handheld, etc. If time permits, instructor will give students exercise on microphones including comparing mics of different directional pickup patterns.**

Next week: Instructor will cover audio and radio industry standard program **Adobe Audition CC.**

- 3/04 **Group B - Lecture and discussion of Chapter 2 *Sound and Microphones* including uses of various microphone types such as Lavalier, studio, handheld, etc. If time permits, instructor will give students exercise on microphones including comparing mics of different directional pickup patterns.**

Next week: Instructor will cover audio and radio industry standard program **Adobe Audition CC.**

## Week 9

- 3/09 **Group A - Audio Editing (Audition CC) ---- Instructor session and exercise given on editing a PSA or commercial spot. Instructor will give students script and needed audio files for exercise. These files may be uploaded to CourseDen or placed on jump drive or SD card.**

Students should read and be ready to discuss Chapter 5 *Editing* and Chapter 13 *News Production.*

- 3/11 **Group B - Audio Editing (Audition CC) ---- Instructor session and exercise given on editing a PSA or commercial spot. Instructor will give students script and needed audio files for exercise. These files may be uploaded to CourseDen or placed on jump drive or SD card.**

Students should read and be ready to discuss Chapter 5 *Editing* and Chapter 13 *News Production.*

## Week 10

3/16 & 3/18 **SPRING BREAK**

## Week 11

- 3/23 **Group A - Lecture and discussion on Chapter 5 *Editing* and Chapter 13 *News Production.***

Instructor will discuss **Project II: *Producing a Promo/Liner*** and give project guidelines and play samples of past projects along with specific details of the project. This project is due on **Friday, April 2<sup>nd</sup> via Assignment Submission.**

**Both groups will take Test II on Chapters 2-5 & 13 which will take place online on Wed, March 31<sup>st</sup>.**

**3/25 Group B - Lecture and discussion on Chapter 5 *Editing* and Chapter 13 *News Production*.** Instructor will discuss **Project II: *Producing a Promo/Liner*** and give project guidelines and play samples of past projects along with specific details of the project. This project is due on **Friday, April 2<sup>nd</sup> via Assignment Submission.**

#### **Week 12**

**3/30 Group A - Students use class period to discuss Project III: *Trendy Topics* and work on Project II.** This is the second radio show of the semester. This time students will be required to include liners in project. This project is due on **Friday, April 9<sup>th</sup> end of day in Assignment Submission Folders.**

**4/01 Group B - Students use class period to discuss Project III: *Trendy Topics* and work on Project II.** This is the second radio show of the semester. This time students will be required to include liners in project. This project is due on **Friday, April 9<sup>th</sup> end of day in Assignment Submission Folders.**

#### **Week 13**

**4/06 Group A - Discussion of Test III (practical test) for Tuesday, April 20<sup>th</sup> and Thursday, April 22<sup>nd</sup>** which will be on Radio Remotes. Specific details about setting up a radio station remote will be given.

Students from both groups are to read **Chapter 6 *Recorded Program Production*** and complete **Take-home Assignment II** which is due on **Friday, April 2<sup>nd</sup>, at end of day via Assignment Submission.**

**4/08 Group B - Discussion of Test III (practical test) for Tuesday, April 20<sup>th</sup> and Thursday, April 22<sup>nd</sup>** which will be on Radio Remotes. Specific details about setting up a radio station remote will be given.

#### **Week 14**

**4/13 Group A - Further discussion on Radio Remotes for preparation of Test III.**

**4/15 Group B - Further discussion on Radio Remotes for preparation of Test III.**

#### **Week 15**

**4/20 Group A - Test III will be given on Radio Remotes.** Instructor will test students by using an interesting teaching concept that will leave them with a better understanding and comprehension of radio station remotes by practical means.

Students from both groups are to read **Chapter 7 *Live, On-Air Production*** and complete **Take-home Assignment III** which is due on **Friday, April 23<sup>rd</sup>, at end of day via Assignment Submission.**

**4/22 Group B - Test III will be given on Radio Remotes.** Instructor will test students by using an interesting teaching concept that will leave them with a better understanding and comprehension of radio station remotes by practical means.

#### **Week 16**

4/27 **Group A** - Instructor will discuss **Final Project (Individual)** which is due **Thursday, May 7<sup>th</sup>** at end of day via **Assignment Submission**. Instructor will give written guidelines on Final Project along with samples of scripts and past Final Project samples. For the Final Project students will have a choice to produce either the Concert Production piece or a Public-Service Announcement. **Students are encouraged to complete teacher evaluations online.**

4/29 **Group B** - Instructor will discuss **Final Project (Individual)** which is due **Thursday, May 7<sup>th</sup>** at end of day via **Assignment Submission**. Instructor will give written guidelines on Final Project along with samples of scripts and past Final Project samples. For the Final Project students will have a choice to produce either the Concert Production piece or a Public-Service Announcement. **Students are encouraged to complete teacher evaluations online.**

#### Week 17

5/04 **LAST DAY OF CLASS.** Students may use class time to work on Final Project.

(Class Schedule could change due to instructor's discretion)

## \* Course Policies and Resources

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### RULES FOR RADIO LAB

1. Use facilities only during class time or under the supervision of the instructor or other authorized personnel or after sufficient training.
2. Proper guidelines will be given for use of radio lab times other than class times. Sessions will be limited to **TWO (2) HOURS**, unless no one else has signed up once your two hours have expired. Working after hours is permitted. Your UWG ID card will allow you to gain access to the lab 24 hours a day. You will be permitted to bring "talent" to your lab sessions, but your "talent" must always be accompanied/supervised by you. Radio Lab privileges will be revoked if anyone is caught allowing someone other than students enrolled in COMM 3351-Radio Program Production to use the lab. If privileges are revoked, assignments are still due as indicated in the syllabus.
3. Do not operate anything until you understand it.
4. Put equipment and supplies where they are to be properly stored when you or the class are finished using them.
5. Never "force" anything. If you think something isn't working properly or is malfunctioning, notify the instructor or radio lab assistant immediately.
6. **NO EATING, DRINKING, SMOKING, OR TOBACCO CHEWING IN THE RADIO LABS. ABSOLUTELY NONE! FAILURE TO DO SO WILL FORFEIT YOUR RIGHT TO USE THE LAB WHETHER YOU HAVE A PROJECT DUE OR NOT. THIS APPLIES TO YOU AND ANY OUTSIDE TALENT YOU MAY BRING IN FOR YOUR PROJECT.**
7. Do not step on any cables.
8. 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.

9. Do not attempt to repair equipment. Do not take apart any equipment.
10. Use courtesy and patience with each other when working in teams. Do not physically or verbally abuse other people.
11. Watch your time so as not to go overtime and start moving 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 15-20 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 equipment checkout room located in Anthropology. If you need to check out equipment from the Department of Mass Communications office, which is located in Humanities 139, then please see Ms. Teresa Yates or Ms. Mitzi Thompson, administrative assistants, or one of their student assistants or your instructor or the Radio Practicum lab assistants. 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 I maintain the right to withhold your final course grade until the items are returned or replaced.

### BEHAVIOR IN THE CLASSROOM

There is no need 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 and instructor. If you disagree with their point of view or their artistic interpretation, please express that disagreement in a way that is not offensive. And ALWAYS refrain from loud talking, laughing, or any other loud outbursts during class. Absolutely no profanity will be tolerated in class. No eating or drinking is aloud in computer labs or radio labs.
- I will be well aware of the time during our class meetings. I will be respectful of your schedules and will not purposely keep you longer than our allotted time unless necessary; there may be occasions that we complete our tasks for the day, but still need to put the radio lab or equipment during remote setup in order. Everyone is required to return the radio lab to its proper state after use or he or she will suffer a grade penalty.
- Turn off all cell phones or put them on silent. Whenever a phone rings during class, it is deemed as disrespectful to the instructor and other fellow students. If there is an important phone call that you are expecting, I suggest that you place your phone on vibrate mode and politely walk out of class and "handle your business." However, the instructor is not responsible for giving you missed information due to you not being in the classroom.

## College/School Policies

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### Mission

Fair, just, and productive societies require the free flow of news, information, and ideas from communicators of knowledge, skill, and integrity who reflect the diversity of the people they serve. Therefore, the Department of Mass Communications strives to provide high quality academic and experiential learning opportunities to prepare students for successful integration into the global community as industry professionals, leaders, and thinkers in the fields of convergence journalism, digital media and telecommunication, film and video production, and public relations.

### Vision



The Department of Mass Communications is committed to empowering students to communicate clearly, act responsibly, think critically, and understand context(s) to enhance their personal, civic, academic, and professional lives, facilitating active participation in an evolving and increasingly diverse society.

## Strategic Priorities

### *Invested Teaching*

To inspire and equip students to discover their personal, intellectual, and professional potential through personalized teaching, academic coaching, and career mentoring.

### *Experiential Learning*

To offer students early and on-going multiple and diverse hands-on learning to develop and enhance personal, intellectual, and professional growth.

### *Connectedness*

To serve as the hub that connects and cultivates partnerships among key stakeholders to enhance personal, intellectual, and professional growth. Key stakeholders include administrators, faculty, staff, students, alumni, industry, community, and friends.

## 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=11&poid=1991) ([https://catalog.westga.edu/preview\\_program.php?catoid=11&poid=1991](https://catalog.westga.edu/preview_program.php?catoid=11&poid=1991)) 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><a href="https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG">6 X 6 MASS COMM SUCCESS</a> (<a href="https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG">https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG</a>)</p> <p>(click to view image)</p>	<ol style="list-style-type: none"><li>1. Freedom of Speech &amp; Press</li><li>2. History</li><li>3. Diversity</li><li>4. Global Impact</li><li>5. Theory</li><li>6. Ethics</li><li>7. Think Critically &amp; Creatively</li><li>8. Research &amp; Evaluate</li><li>9. Write Effectively</li><li>10. Self-Evaluate</li><li>11. Apply Numbers &amp; Statistics</li><li>12. Apply Technology</li></ol>
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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

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### 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](mailto: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](mailto: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#) ([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

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