

## COMM 2324/2315/2332 SYLLABUS TEXAN MOSAIC

**Instructors:** Kati Moody & Billy Alonzo

**Time & Location:** Tuesday & Thursday 2:30 p.m. to 4:15 p.m. CM 130 Levelland Campus

**Required Materials:** SD Card (32 GB) & USB flash drive, minimum of 8 GB, for project materials.

### **Instructor information**

Kati Moody

Email: [kmood@southplainscollege.edu](mailto:kmood@southplainscollege.edu)

Phone: (806) 716-2448

### **Office Hours:**

Monday/Wednesday: 2:30 p.m. – 3:30 p.m.

Tuesday/Thursday: 9 a.m. – noon

Friday: 9 a.m. – noon

**Introduction:** This class serves as the staff class for the Texan Mosaic ([texasmosaic.com](http://texasmosaic.com)) and focuses on teaching students skills related to the media industry, including pre-production planning, production of news videos and live news casts, and post-production editing of news videos and news casts.

### **Learning Objectives:**

- Pre-production planning
- Contacting sources for interviews
- Writing scripts/articles
- Knowledge of digital cameras
- Audio/video post-production using Adobe Creative Cloud
- Television studio & field lighting
- Basic studio & field audio applications for internet and television
- Use of media sources & research
- Using the internet to support production
- Use of computer-generated graphics & editing

**Attendance & Participation:** Attendance is a critical component of this hands-on learning class. Because the course is designed around in-person activities, projects, and collaborative work, students are expected to attend every class session and be actively engaged in the project-based learning process. Participation accounts for 25% of your overall grade and is heavily dependent on consistent attendance and active involvement in class activities.

If you are unable to attend a class or are unprepared to work on a current project, you will be assigned a new project to ensure you remain engaged with the course material and meet the learning objectives. Please note that failure to attend without prior arrangement or a legitimate excuse may result in a reduction of your participation grade.

Should you anticipate missing class, please inform me as early as possible, and we will discuss a plan to keep you on track with the course. Regular attendance and participation are essential for success in this course.

### **Grades:**

Three (3) Individual Projects: 100 points/each (300 points)

Three (3) Live News Cast: 100 points/each (300 points)

Participation: 250 points

Five (5) Online Writing Assignments: 10 points/each (50 points)

Final Exam: 100 points

### **Total: 1000 points**

**A: 1000-900 points**

**B: 899 points - 800 points**

**C: 799 points - 700 points**

**D: 699 points - 600 points**

**F: 599 points - 500 points**

### **Project Requirements and Grading**

In this class, students will be required to complete a series of hands-on projects that simulate real-world news production. Each project will focus on developing different aspects of news media production, including scriptwriting, video package creation, and on-the-ground reporting. Projects will be graded based on completion and adherence to deadlines, as well as the quality of work demonstrated.

#### **Types of Projects:**

- **News Video Packages:** Students will be tasked with creating video packages that tell compelling news stories. These packages should incorporate various video elements such as b-roll, sound bites (SOT), and interviews, and will be graded on how effectively the story is told, production quality, and technical proficiency.
- **Scriptwriting for Live News Broadcasts:** Students will write scripts for live news casts to introduce packages or segments they have produced, along with any other writing that is assigned to them. Scripts should be clear, concise, and formatted according to industry standards.
- **B-roll Gathering for Voice Overs (VO) and Sound Bites (SOT):** Students will gather b-roll footage to support voiceovers and sound bite segments, ensuring that the visuals align with the narration and help convey the story clearly.

#### **Grading and Deadlines:**

Each project will be graded based on a rubric that evaluates specific aspects of the assignment, such as:

- **Adherence to Project Guidelines:** Whether the project meets the objectives outlined in the assignment.

- **Quality of Work:** The overall technical quality, including production value, clarity, and storytelling.
- **Timeliness:** Whether the project is completed on time and within the allotted deadlines.

Students are expected to meet all deadlines and follow the expectations outlined in the rubrics provided for each project. Late submissions will result in a reduction of points unless prior arrangements have been made. Participation in class project work is also critical for your success, as it is tied to your overall grade.

### **Participation in Recorded News Casts**

As part of this course, students will be required to participate in **recorded news casts** that will take place once a month, beginning in **February**. These news casts are a key component of the class and contribute significantly to your overall grade (30%). The news casts will be recorded and posted online to the **Texan Mosaic website** and shared on the class's **social media pages**.

#### **Attendance and Participation:**

- **Mandatory Attendance:** Attendance for the recorded news cast is **mandatory**. Students will be assigned specific roles and jobs related to the production, such as on-air talent, scriptwriting, camera operation, editing, or directing. Each student's ability to participate and perform their assigned role will directly impact their grade.
- **Impact on Grade:** Participation in the news cast is worth **30%** of your final grade. If you are absent or fail to participate without prior communication, you will receive a **zero** for that portion of your grade.
- **Absences and Communication:** If you are unable to participate in a news cast due to unforeseen circumstances, it is your responsibility to inform the instructor **as soon as possible** to discuss alternative arrangements for earning the points. Failure to communicate about your absence or to make alternative arrangements may result in a **zero** for that grade.

Your active participation in the news cast is crucial for both your grade and the success of the production. Please be sure to plan accordingly and prioritize attendance on recording days.

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### **Intellectual Exchange Statement**

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

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### **Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable

documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

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### **Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

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### **Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a [Title IX pregnancy accommodations request](#), along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a [CARE Team referral](#). You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

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### **Campus Concealed Carry Statement**

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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### **Cheating & Plagiarism**

Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.